

1979-1981



ANSON TECHNICAL  
INSTITUTE

○  
ANSONVILLE

○  
PEE DEE NATIONAL  
WILDLIFE REFUGE

POLKTON

○  
ANSON TECHNICAL  
INSTITUTE


○  
WADESBORO



# ANSON TECHNICAL COLLEGE

**General Catalogue Student Handbook**

AN EQUAL OPPORTUNITY COLLEGE



# ANSON TECHNICAL COLLEGE

GEN. WILLIAM A. SMITH CAMPUS

## VISITORS

Visitors, and in particular prospective students, are always welcome at Anson Technical College. The Dean of Students will provide guide service for groups or individuals during day or evening hours when the college is open. Questions about the college and its programs will be answered by a member of the Student Services office.



*General William A. Smith*

General Smith, a native of Ansonville and a Civil War Veteran, was dedicated to the welfare of the youth of his community. Evidence of this concern is reflected in the trust fund established by him for support of vocational training of future generations in the Ansonville area.

## **ANSON TECHNICAL COLLEGE**

Anson Technical College publishes this catalog for the purpose of providing students and other interested persons with information about the College and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between students and Anson Technical College. The Institute reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

Anson Technical College operates in compliance with Title VI of the Civil Rights Act of 1964. No person shall, on the basis of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this Institution.



## **A MESSAGE FROM THE PRESIDENT**

Anson Technical College exists to provide individuals with a quality education designated to help them enjoy a successful life. Our programs of study allow the individual to choose courses which will increase his earning power and enrich his understanding of life. Our students come from many different backgrounds, but each one can gain the education necessary to enter new career fields or upgrade job skills. Anson Technical College offers our students an education that has the positive power of meeting real economic and inner needs in their lives.

Anson Technical College helps the individual reach his goals by providing a wide range of college courses in technical, vocational, and general education subjects. Each course leads the student toward an award of a diploma, degree, or certificate. Highly qualified instructors help the student gain knowledge and skills. The staff of Anson Technical College takes the time to make sure the student has the latest tools for learning, and personal help with the details of his education. Personal attention, highly skilled instructors, vital study programs, and good equipment, insure the student of a quality education.

An education at Anson Technical College rewards the student in many ways. His new skills will assist him in qualifying for new positions. A better paying job will allow him to buy more needed goods and services. Personal satisfaction is gained by mastering skills which will help him, the individual, cope with the challenges of a technological age.

H. B. Monroe, President

# ANSON TECHNICAL COLLEGE

## THE MEMBERSHIPS AND APPROVALS:

*Anson Technical College is a member  
of*

American Association of Junior Colleges  
American Technical Education Association  
North Carolina Department of Community Colleges  
Student Services Personnel Association  
The Association of Occupational Curriculum  
Directors and Supervisors  
National Association of College and University Business  
Officers  
Association of Community Colleges Business Officials

*Anson Technical Technical College is recognized and approved  
by*

North Carolina State Board of Education  
North Carolina Department of Community Colleges  
North Carolina Department of Public Instruction  
Division of Vocational Rehabilitation  
North Carolina State Board of Nursing

*Anson Technical College is accredited  
by*

The Southern Association of Schools and Colleges  
North Carolina Department of Community Colleges and

Is approved for training of veterans and eligible dependents.

## GENERAL CATALOGUE/STUDENT HANDBOOK 1979-81

Ansonville, N. C. 28007  
Post Office Box 68  
Telephone (704) 826-2575

Polkton, N. C. 28135  
Post Office Box 126  
Telephone (704) 272-7635

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# ACADEMIC CALENDAR

## FALL 1979

September 4	Tuesday	Registration Day 9 a.m.—9 p.m.
September 5	Wednesday	Classes begin—Late registration
September 14	Friday	Last day for late registration
October 16	Tuesday	Mid-term
November 20	Tuesday	Fall Quarter ends at 10 p.m.

## WINTER 1979-1980

November 27	Tuesday	Registration Day 9 a.m.—9 p.m.
November 28	Wednesday	Classes begin—Late registration
December 7	Friday	Last day for late registration
December 19	Wednesday	Christmas Vacation begins at 10 p.m.
January 3	Thursday	Classes resume at 8 a.m.
January 22	Friday	Mid-term
February 26	Tuesday	Winter Quarter ends at 10 p.m.

## SPRING 1980

March 3	Monday	Registration Day 9 a.m.—9 p.m.
March 4	Tuesday	Classes begin—Late registration
March 14	Friday	Last day for late registration
April 2	Wednesday	Easter Vacation begins at 10 p.m.
April 9	Wednesday	Classes resume at 8 a.m.
April 16	Wednesday	Mid-term
May 23	Friday	Spring Quarter ends at 10 p.m.

## SUMMER 1980 - revised 2/5/80

June 2	Monday	Registration Day 9 a.m. - 9 p.m.
June 3	Tuesday	Classes Begin - Late Registration
June 13	Friday	Last Day for late registration
June 27	Friday	Summer Vacation begins at 10 p.m.
July 7	Monday	Classes resume at 8 a.m.
July 16	Wednesday	Mid-term
August 25	Monday	Summer Quarter ends at 5 p.m.
August 25	Monday	Graduation

## FALL 1980

September 2	Tuesday	Registration Day 9 a.m.—9 p.m.
September 3	Wednesday	Classes begin—Late registration
September 12	Friday	Last day for late registration
October 14	Tuesday	Mid-term
November 18	Tuesday	Fall Quarter ends at 10 p.m.



## WINTER 1980-81

November 24	Monday	Registration Day 9 a.m.—9 p.m.
November 25	Tuesday	Classes begin—Late registration
November 26	Wednesday	Thanksgiving Holiday begins at 10 p.m.
December 1	Monday	Classes resume at 8 a.m.
December 5	Friday	Last day for late registration
December 19	Friday	Christmas holiday begins at 10 p.m.
January 5	Monday	Classes resume at 8 a.m.
January 23	Friday	Mid-term
February 25	Wednesday	Winter Quarters ends at 10 p.m.

## SPRING 1981

March 3	Tuesday	Registration day 9 a.m.—9 p.m.
March 4	Wednesday	Classes begin—Late registration
March 13	Friday	Last day for late registration
April 14	Tuesday	Mid-term
April 16	Thursday	Easter Vacation begins at 10 p.m.
April 22	Wednesday	Classes resume at 8 a.m.
May 21	Thursday	Spring Quarter ends at 10 p.m.

## SUMMER 1981 - revised 2/5/80

June 1	Monday	Registration Day 9 a.m. - 9 p.m.
June 2	Tuesday	Classes begin - Late registration
June 12	Friday	Last day for late registration
June 26	Friday	Summer Vacation begins at 10 p.m.
July 6	Monday	Classes resume at 8 a.m.
July 15	Wednesday	Mid-Term
August 24	Monday	Summer Quarter ends at 5 p.m.
August 24	Monday	Graduation



Photo By Anson Technical College Photography Department

# TRUSTEES, ADMINISTRATION, FACULTY AND STAFF

## BOARD OF TRUSTEES

	Term Expires
Linn D. Garibaldi, Chairman ..... P.O. Box 682, Wadesboro, N.C.	1983
Tom W. Allen ..... P.O. Box 117, Peachland, N.C.	1985
Joe Estridge ..... P.O. Box 496, Ansonville	1987
Donald R. (Bobby) Huffman ..... 311 W. Wade St., Wadesboro, N.C.	1981
F. Jeff Cloud, Jr. .... P.O. Box 38, Lilesville, N.C.	1981
W. Cliff Martin ..... P.O. Box 37, Polkton, N.C.	1985
J. B. Watson, Jr. .... Box 337, Wadesboro, N.C.	1987
Mrs. Mary Louise Little ..... 602 S. Greene St, Wadesboro, N.C.	1983
Thomas W. Bennett ..... Route 1, Box 23, Wadesboro, N.C.	1983
Mrs. Lynda B. Ross ..... P.O. Box 66, Ansonville, N.C.	1987
William E. Webb, Jr. .... 519 West Wade St., Wadesboro, N.C.	1985
Thomas H. Whitley ..... Morven N.C.	1987

## ADMINISTRATIVE TRUSTEES GENERAL WILLIAM A. SMITH TRUST

A principal force in the establishment of Anson Technical College was the General William A. Smith Trust. Under provisions set forth in the will of the late Gen. Smith, the Administrative Trustees have provided support for this institution with funds for capital outlay and operating expenses.

BENNETT EDWARDS  
112 E. Ashe Street  
Wadesboro, N. C. 28170

JAMES A. HARDISON, JR.  
First National Bank  
P. O. Drawer 111  
Wadesboro, N. C. 28170

MRS. MARY NELME GRIFFIN  
Route 2  
Wadesboro, N. C. 28170

## ADMINISTRATION

H. B. Monroe ..... President  
B.S., M.S. State University of New York; Graduate Study Bucknell University; University of Missouri; Ed.D. University of Northern Colorado.

S. Hartley Johnston ..... Vice President and Dean of Instruction  
B.S. The Indiana University of Pennsylvania; M.Ed. The Pennsylvania State University; D.Ed. The Pennsylvania State University.

Rebecca Saunders ..... Dean of Students  
B.S. University of North Carolina-Greensboro; M.Ed. North Carolina State University

James A. Keyzer ..... Dean of Technology  
A.A. Wilson Technical Institute; B.A. Shaw University, Raleigh, N. C.; M.A. Appalachian State University, Boone, N. C.

Donnie N. Lowder ..... Dean Of Administration  
A.A. Central Piedmont Community College; B.A. Shaw University; Additional Coursework North Carolina State University, UNC at Charlotte, Appalachian State University.

Gary Haithcock ..... Associate Dean of Administration  
B.S. UNC, Chapel Hill, N. C.

Denise Smith ..... Counselor  
B.S. South Carolina State; M.Ed. Virginia State University

Jerry Wetmore ..... Counselor  
B.S., M.A., Appalacian State University

Judi Smith ..... Director, Learning Resource Center  
B.S. University of Wisconsin, Oshkosh, Wisconsin; MS.E. University of Wisconsin Oshkosh, Wisconsin; Doctoral Studies Nova University.

Rev. Terry Taylor ..... Chaplain  
B.A. Kentucky Wesleyan College; M.Div. Episcopalian Theological Seminary in Kentucky.

- Sharon Ledbetter ..... Financial Aid Officer—Veterans Coordinator  
B.A. Fayetteville State University, Fayetteville, N.C.
- Tim Stout ..... STIP Coordinator  
B.A. Appalachian State University.

## FACULTY

- Clay T. Carpenter ..... Chairman of Transportation  
& Mechanical  
B.A. Pfeiffer College; Brevard College; Nashville Auto Diesel College; Fire Service  
Training, N. C. State University.
- Lois Crumpler ..... Assistant Project Director  
B.S. East Carolina University, Greenville, N. C.; Additional Coursework at Pem-  
broke State University, Pembroke, N. C.
- Hugh David Davis ..... Printing  
B.S. Appalachian State University, Boone, N. C.
- A. Haynes Dunlap ..... Photography  
Coursework at U.N.C.-Chapel Hill; National School of Photography, Washington,  
D. C.; New York Institute of Photography, New York, New York.
- Algie C. Gatewood ..... Project Director, Community Services  
B.A. Livingstone College, Salisbury, N. C.; M.A. Appalachian University, Boone,  
N. C.
- John Edgar Gray, III ..... Project Director  
B.S. Pembroke State University, Pembroke, N. C.
- Rosemary Hayman ..... English  
B.S. Peabody College M.A. Peabody College, Nashville, Tennessee
- Bobbie L. Lee ..... Project Director, Community Services  
B.S. Shaw University, Raleigh, N. C.; M.A. Appalachian State University, Boone,  
N.C.
- Herman Kernel Little ..... Job Development Specialist
- Sarah Lee ..... Practical Nursing  
B.S., University of N.C. Greensboro, N.C.
- Jeffrey Marsh ..... Math/Physics  
B.S. East Carolina University, Greenville, N. C.; M.A.E. East Carolina University,  
Greenville, N. C.
- Richard Mayberry ..... Visiting Artist  
B.S. University of South Florida; M.F.A. Queens College.
- Carl E. Oppermann ..... Economics  
B.S. University of South Carolina; M.S. Murray State University, Murray, Ken-  
tucky; Doctoral Studies, Nova University.

Marilyn B. Robertson ..... Business Technologies  
 B.A. Pfeiffer College; M.A. Appalachian State University, Boone, N.C.

Elmon Russell ..... Chairman of Business Technologies  
 B.S. University of North Carolina at Chapel Hill; M.A. Appalachian State University,  
 Boone, N. C.

Wyatt Seigler ..... Carpentry

Vicki Sink ..... Secretarial Science

Letitia Butler ..... Librarian  
 B.S. Virginia State University; M.S.L.S. Atlanta University, Atlanta Georgia.

Betty R. Spearman ..... Assistant Learning Lab Coordinator  
 B.A. Barber-Scotia, Concord, N. C.

Philip Whitaker ..... Chairman of Construction Technologies  
 Central Piedmont Community College; Additional Coursework Carrier Service  
 School.

Nathaniel White ..... Marketing & Retailing  
 B.S., B.A. East Carolina University, Greenville, N. C.; M.B.A. East Carolina Univer-  
 sity, Greenville, N. C.

Elmer Williams ..... Project Director  
 B.A. Livingstone College, Salisbury, N.C.; Coursework at A & T State University  
 Greensboro, N.C.

## PART-TIME FACULTY

Mike Adkisson ..... Accounting  
 CPA, B.S. Accounting, UNC-Charlotte

Marianne Austin ..... History  
 A.B. Pfeiffer, Misenheimer, N. C.; M.Ed. U.N.C., Charlotte, North Carolina.

Gurnee Barbee ..... Geography  
 B.A. East Carolina University, Greenville, N. C.; M.Ed. U.N.C., Charlotte, North  
 Carolina.

Charlie Carpenter ..... Electrical

John R. Curtis ..... Speech  
 B.A. North Carolina State University, Raleigh, N. C.

Laurence Bivens ..... Psychology

Donald Hopkins ..... Automotive Mechanics  
 Anson Technical Institute, Ansonville, N. C.

Ronnie Jarman ..... Auto Body Repair  
 Central Piedmont Community College, Charlotte, N. C.

Billy Ray Jordan ..... Business Technologies  
 B.S., M.A. Appalachian State University, Boone, N. C.

Leroy Lookabill ..... Business Technologies  
 B.S. Appalachian State University, Boone, N. C.



Vivian N. Price ..... H. R. D. Instructor  
 B.S. Winston-Salem State University, Winston-Salem, N. C.; M.A. North Carolina  
 Central University, Durham, N. C.

Rick Ratliff ..... Math  
 B.S. North Carolina State University, Raleigh, N. C.

Elon Ross ..... HVAC  
 Anson Technical Institute, Ansonville, N. C.

Debbie Royal ..... English  
 B.A. Winston-Salem State University.

Marguerite Royals ..... Learning Resource Center  
 B.A. Bennett College, Greensboro, N. C.; M.L.S. North Carolina Central Univer-  
 sity, Durham, N. C.

James N. Sweeney ..... Agriculture  
 B.S. South Carolina State University, Orangeburg, S. C.

Jean Tarlton ..... Business Technologies  
 B.S. High Point College, High Point, N. C.

## STAFF

Frances Burris ..... Secretary, Dean of Students  
 A.A.S. Anson Technical College, Ansonville, N. C.

Betty Huntley ..... Secretary, Dean of Administration  
 A.A.S. Anson Technical College, Ansonville, N. C.

Elizabeth Kersey ..... Secretary, Vice President/Dean of Instruction  
 A.A.S. Anson Technical College, Ansonville, N. C.

Joyce Kiker ..... Secretary, President  
 A.A.S. Anson Technical College, Ansonville, N. C.

Debbie Hildreth ..... Secretary, Student Services  
 A.A.S. Anson Technical College, Ansonville, N. C.

Denise Speight..... Secretary, Dean of Technology

Walter Lindsey ..... Janitor

Walter Little ..... Janitor

Myra Tyson ..... Maid

Sheila Martin ..... Bookkeeper  
 B.S. U.N.C.-Greensboro.

Kathy Moore ..... Secretary, Community Services  
 A.A.S. Anson Technical College, Ansonville, N. C.

Willie Oliver ..... Grounds Keeper

Charlene Martin ..... Library Clerk

Denise Caudle ..... Secretary, Business Office  
A.A.S. Anson Technical College, Ansonville, N. C.

Patricia Taylor ..... Assistant Bookkeeper  
A.A.S. Anson Technical College, Ansonville, N. C.

Nancy Coggin ..... Secretary, Student Services

Margaret Walls ..... Secretary, Community Services

Lorene W. Randall ..... Library Clerk  
A.A.S. Anson Technical College, Ansonville, N. C.



*Photo by Charles Bowman*

## **GENERAL INFORMATION**

### **HISTORY**

Anson Technical College was originally designated as the Ansonville Industrial Education Center in November, 1962 by action of the State Department of Public Instruction. Many local citizens were instrumental in securing this operation for the Anson County area. Trustees of the General William A. Smith Trust, public school officials, and individuals interested in a wider range of educational opportunities for local residents completed arrangements for the establishment in Ansonville. The Center was supported by state, local, federal and Smith Trust Funds.

From this beginning in 1962, the Ansonville Industrial Education Center made steady progress. Classes were offered in many parts of Anson County in addition to those held at the Center.

On December 2, 1967, a local board of trustees was officially appointed by the Anson County Board of Education and the County Commissioners. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

In 1971, Anson Technical College was chartered in its own right by the North Carolina Department of Public Instruction. Anson Technical Institute became Anson Technical College in 1979.

### **OBJECTIVES**

Anson Technical College's primary objective is to provide maximum educational and training opportunities for all persons interested in improving themselves. To attain the objective, the College's Board of Trustees and its administrators subscribe to the "open-door policy" which insures that low-cost or tuition free educational and training programs are available at all levels of learning. In their judgment the teaching of reading to an adult who cannot read is just as important as preparing a student to enter industry as a tradesman or technician; likewise, equipping the unskilled with a useful skill is as important as developing an untrained mind to a professional level. Thus, the college does not impose restrictive admission standards which may deny college entrance to students who may have a need for its educational and training programs. Aptitude and placement tests, when given, are administered solely to determine a student's potential for success in the program of his choice. When test scores do not indicate a readiness for the desired program of study, the student may be referred to the Directed Studies Laboratory; or he may be counseled to select a more suitable program in which he will likely have a better chance to succeed.

## PURPOSES

Anson Technical College's purpose is to meet the educational and training needs of adults, 18 years of age or older. Specifically, the college wants to offer quality programs in the following areas:

1. Basic educational programs designed to meet the needs of people who did not complete high school.
2. Vocational programs to prepare people, including employed citizens who need training or re-training, for employment in business, industry, government, agriculture, and service occupations.
3. Technical programs to prepare people at the technician or semi-professional level for employment in business, industry, government, agriculture, and service occupations.
4. General Educational program for those desiring to pursue knowledge which will enhance their understanding of the world around them.
5. Continuing education courses and programs designed to provide people with the opportunity to upgrade their skills or to enrich their lives.



*Photo by Ernest Douglas*

# **ADMISSIONS**

## **REQUIREMENTS**

Anson Technical College, encompassing an “open door” policy, does not impose restrictive standards for admission to the college. Admission to Anson Technical College is open to all qualified persons 18 years of age or a high school graduate without regard to race, creed, color or sex. Before a student is admitted to any curriculum, an intensive interview with the counseling staff and/or Dean of Students is held to review the applicant’s high school or post secondary education transcripts to determine if the student will experience success in their chosen curriculum.

A high school diploma or recognized equivalency is required for admission to all curriculum programs at Anson Technical College. An exception may be made for the individual who, upon evaluation by the professional staff of the Student Services Office, appears to possess the necessary competency, background, motivation, and maturity to succeed in a specific curriculum.

## **PROCEDURE**

To be admitted, individuals must:

1. Complete and return the application form.
2. Applicant should request a transcript sent from any other post secondary institution that he/she attended.
3. Have a pre-admissions counseling session with a counselor.
4. Due to special nature of some programs, there may be additional requirements. These include: Unclassified Student status and Licensed Practical Nursing Program. Refer to specific admission policies for these programs in the catalogue.

## **UNCLASSIFIED STUDENT STATUS**

A student may enroll for up to two full quarters of credit as an unclassified student without specifying an educational objective. To continue beyond this point, the student must declare his/her objective and complete all regular admission procedures.

## **TRANSFER APPLICANT ADMISSION**

Transfer students may enter Anson Technical College upon meeting requirements as outlined in the section on admission procedures.

Previous work will be reviewed for possible credit. Official transcripts of previous course work must be provided by the student to the Student Services Office. Where subject content and length of course are comparable with those in the curriculum applied for, credit may be allowed for grades of C or above. Transfer credits will not influence the student’s grade point average while attending Anson Technical College.



## **ADMISSIONS TO CONTINUING EDUCATION PROGRAMS**

Any person who is 18 years old or a high school graduate is eligible to enter a Continuing Education program. Further information is available in the Community Services section of this catalog or from the Community Services Office, Polkton, N. C. Phone 704-272-7580.

### **NURSING ADMISSIONS POLICY**

Candidates for the Practical Nursing Program are required to take admissions tests and interview with the Admissions Committee before acceptance. The highest ranked candidates shall be selected to enter the Practical Nursing Program.

The Admissions Committee will review and accept the highly qualified candidates that exceed the following admissions requirements between April 15 and August 15 of each year:

1. Submission of Anson Technical College application for admission

2. Minimum of 4 stanines for numerical ability

Minimum of 4 stanines for reading skills

Minimum of 4 stanines for language usage

Applicants may be considered for admission provided they achieve at least 1 of the minimum scores in the American College Testing Career Planning Program with the other scores not below the 3rd stanine and all persons meeting minimum scores have been considered.

3. Positive interview with LPN admissions committee

4. Medical and dental examination

5. 3 letters of recommendation

6. High school graduation or equivalent (GED) is required of all applicants

The LPN Admissions Committee will review and accept qualified candidates who exceed the Admission requirements between April 15 and August 15 of each year. Candidates not accepted between April 15 and August 15 will be accepted to an alternate list and will be considered by the LPN Admission Committee on August 15 of each year. August 15 of each year, candidates for the remaining openings and ten alternate openings will be selected by the LPN Admissions Committee and notified of acceptance.

### **NURSING HEALTH PROGRESSION POLICY**

*Evaluation of health and overall behavior of the student continues throughout the program.*

Continuous surveillance of health status of LPN students will be conducted by the Nursing Coordinator and professional staff. If at any time they notice unacceptable behavior to employ safe nursing practice, the Nursing Coordinator may require the LPN student to have a physical and/or mental examination by a licensed physician and/or licensed psychiatrist.

If the examination by the licensed practitioner documents that the LPN student is unsafe to practice safe nursing care, Anson Technical College reserves the right within its Due Process Policy, to dismiss the student from the program.

**TUITION AND FEES  
AND RESIDING STATEMENT**

**TUITION PER QUARTER  
(For Curriculum Students)**

Tuition .....	\$39.00
Activity Fee .....	\$ 5.00
	<hr/>
	Total \$44.00
Graduation Fee .....	\$15.00

Tuition for students taking less than 12 quarter hours is \$3.25 per quarter hour of credit. For students enrolled less than 10 quarter hours, the activity fee is optional.

NOTE: Tuition is set by state policy and subject to change without notice.

**LATE FEE**

Any student registering later than the time appointed for registration must pay an additional fee of \$5.00.

**OUT OF STATE TUITION**

Out of state tuition applies to any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community whose parents or guardians live outside the state.

Tuition .....	\$198.00
Activity Fee .....	\$ 5.00
	<hr/>
	Total \$203.00

Tuition for out of state students taking less than 12 quarter hours is \$16.50 per quarter credit hour.

**ACTIVITY FEE**

The College activity fee of \$5.00 per quarter for each student carrying 10 quarter hours or more. The fee supports publications, cultural activities, entertainment, and recreational activities.

**TEXTBOOKS AND SUPPLIES**

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

**SPECIAL FEES**

Because of the nature of some programs, additional fees may be charged.



*Photo By Anson Technical College Photography Department*

## **INFORMATION REGARDING STUDENT RESIDENCY CLASSIFICATION**

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. **(Copies of the applicable law** and of implementing regulations are available for inspection in the STUDENT SERVICES OFFICE). The regulations (G.S. 116-143.1(b)) read in part as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona-fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

## **REFUND POLICY**

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to the Dean of Students before the student withdraws from classes. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten calendar days after the first day of classes, as published in the Calendar of Events. No refunds shall be made in the amount of \$5.00 or less. Tuition refunds will be made should the College cancel a class.

## **SENIOR CITIZENS**

Persons 65 years of age or older may attend Anson Technical College without paying tuition. Other fees will be charged. Verification of age will be required.

## **ACCIDENT INSURANCE**

Accident insurance, covering the student during hours in school and transportation to and from school, is available for approximately \$4.00 per year. Accident insurance is strongly recommended and should be purchased through the business office.



*Photo by Jane Collins*

# ACADEMIC REGULATIONS

## QUARTER SYSTEM

Anson Technical College operates on the quarter system. The Fall, Winter, Spring and Summer Quarters are each eleven weeks in length. The college is in session five days per week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit.

## REGISTRATION

All students are required to register at the beginning of each quarter. Credit will not be granted for courses in which the student is not properly registered. Classes missed because of late registration will be counted as absences. Registration instructions are published prior to each quarter.



*Photo by Horace Lindsey*



## CHANGE IN SCHEDULE—(DROPS, ADDS)

Changes in class schedules after registration may be made only with the approval of the advisor, instructor(s) of the course(s) involved, and the Dean of Students.

The last day that courses may be *added* each quarter is stated in the college calendar. Any student wishing to *drop* a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the Student Services Office and the Business Office. Forms may be obtained in the Student Services Office.

## STUDENT COURSE LOAD

The normal student load is 17-20 quarter hours. A student must carry 12 quarter hours to be considered a full-time student. The normal maximum load is 21 quarter hours. Permission of the Department Chairman and the appropriate Instructional Dean must be obtained to schedule more than 21 quarter hours.

## CLASSIFICATION

A student is classified as a freshman from initial enrollment until 48 quarter hours credit have been earned. Students who have earned 48 quarter hours credit or more are classified as seniors.

## GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Outstanding	4 quality points
B	Above Average	3 quality points
C	Average	2 quality points
D	Poor	1 quality point
F	Failing	0 quality point
*I	Incomplete	0 quality point
AU	Audit, no grade or quality point	
W	Withdrawal from the course during the school term. This indicates the student will receive no grade and no credit for the course.	

\*Incomplete—No grade because of incomplete work. The student must complete the work due and remove the I from his record during the following quarter. An I automatically becomes an F if not removed in the prescribed time.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours earned.

An average of C in the major area of study and an overall average of C is required for graduation. An average of C on the 4.0 quality point system is a 2.0 quality point average.

## **PROBATION POLICY**

A probation committee composed of the Dean of Students, chairman, faculty members as appointed by the President, and the Dean of Instruction and Technology, shall meet quarterly to administer the probation policy.

Students with a quality point average below that required for the cumulative hours attempted (see schedule below) will be placed on probation.

### **Associate Degree Program**

<b>Cumulative Quarter Hours</b>	<b>Minimum Quality Point Average</b>
0-24	1.25
25-48	1.50
49-72	1.75
73-or more	2.00

### **Vocational Diploma Program**

0-18	1.25
19-36	1.50
37-or more	2.00

If the student withdraws in first 6 weeks he or she automatically receives a grade of W.

Failure to attain the above required quality point average during a probationary quarter will result in one or more of the following:

1. Suspension for a quarter
2. A loss of financial aid for a quarter
3. A further quarter of probation
4. Transfer to another program
5. Transfer to Learning Laboratory

The probation committee shall determine which one or more of the above shall apply in each individual case.

NOTE: The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting his responsibilities. Sole judgement on extenuating circumstances rest with the committee.

## **APPEAL**

A student may appeal the decision of the probation committee by notifying the Dean of Students no later than 5 days following the notification of probationary status. The Dean of Students will schedule an appeal hearing of the probation committee within 5 days of receipt of the student's intent to appeal.

The decision of the Committee shall be final.

## **COURSE AUDITING**

Students who wish to audit courses must register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

## **ATTENDANCE POLICY**

Students are expected to attend all scheduled classes. No “Cuts” are permitted. Failure to attend any class for any reason including late registration may result in a lowering of grades. Excessive absences regardless of the reason, with or without permission, will result in an automatic failure for the course.

Classwork missed because of occasional absences due to unusual circumstances such as death in the immediate family or personal illness may be made up if the instructor agrees.

Students are expected to arrive at all classes on time. Tardiness may result in a lowering of grades.

## **READMISSION**

Students suspended for academic reasons will automatically be on probation for their first returning quarter.

## **VETERANS NOTICE**

Veterans who are attending Anson Technical College and are receiving veterans benefits, are required by the Revised Veterans Administration Regulations to make progress sufficient to insure timely graduation at the rate at which the course is being pursued. When sufficient progress is not being made Anson Technical College is required to notify the Veterans Administration so that benefits are withdrawn.

When two or more unit subjects are undertaken and the veteran student fails and/or withdraws from all, the veteran student will be determined to have made unsatisfactory progress and thus Anson Technical College must by the Veterans Administration Regulations, terminate the student to the Veterans Administration. This action will result in the loss of the veterans financial benefits.

Under the Veterans Administration Regulations, it is mandatory that financial benefits be suspended after only one probationary quarter.

## **DEAN'S LIST**

Anson Technical College recognizes outstanding academic achievement by a student through the Dean's List. Students enrolled for a minimum of 12 quarter hours and who receives a B plus average (3.5 quality point average) will be placed on the Dean's List.

## **CREDIT BY EXAMINATION\***

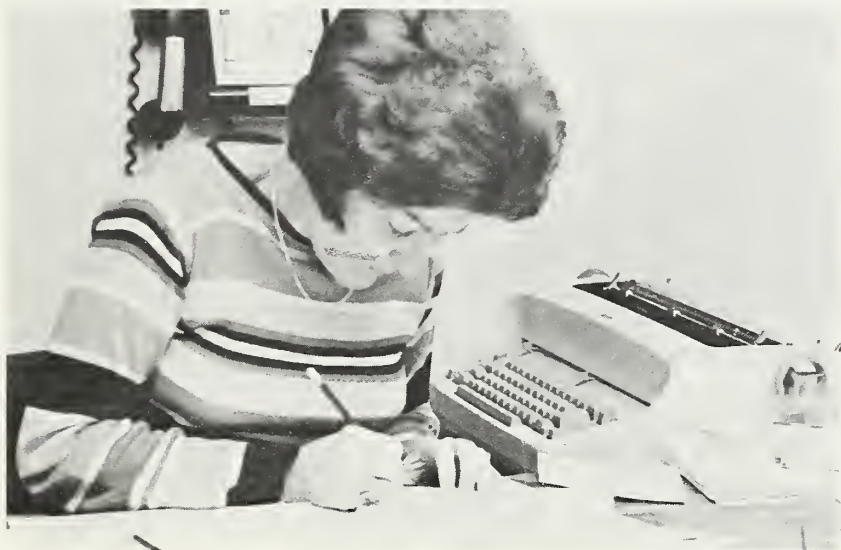
A student may earn credit by examination for a given course if he can demonstrate the required level of proficiency as a result of independent study or experience. This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned instructor. Grades will be assigned by the instructor according to test results. Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Services Office.

## **SUPERVISED DIRECTED STUDY\***

Supervised Directed Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking a course by directed study must be in conference with the instructor at scheduled office hours or by appointment.

Students desiring to pursue a course by Supervised Directed Study must register for the course during regular quarterly registration. Approval of the student's advisor, course instructor, and instructional Dean must be obtained prior to completion of the registration process. Necessary forms and other information may be obtained at any time from the Dean of Student Services Office or at registration.

\*May not be used in computing course load for Veterans Benefits.



*Photo by Anne O. Beaver*

## **REQUIREMENTS FOR GRADUATION**

The following minimum requirements apply to all programs. Some departments may have additional requirements applicable only to that department:

1. A student must have a 2.00 quality point average in his major, an overall 2.00 average (C average), and have completed all required courses in order to graduate.
2. All departmental requirements must have been satisfied.
3. All property of the school must be returned.
4. Residency requirements must be met.
5. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Students for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises. Permission to graduate in absentia may be denied.
6. Each graduating student must make application for graduation and pay the appropriate fees at registration for the last quarter prior to graduation.
7. A minimum of 30 credits must be earned at Anson Technical College.

Upon recommendation of the department chairman and approval of the department faculty and the Dean of Instruction, certain specific graduation requirements may be waived.

Any student who expects to complete all course work by the end of fall quarter, may with the consent of the appropriate Dean of Instruction, meet the requirements for graduation by attending the August ceremony provided that they sign a letter requesting early graduation by the beginning of the summer quarter. They must at that time pay the graduation fee. Degrees and Diplomas will be issued following completion of all course work and other requirements at the end of the fall quarter.

## **WITHDRAWALS**

Students withdrawing from the college should contact the Student Services Office for the appropriate forms and procedures for official withdrawal. Failure to complete the appropriate withdrawal forms may result in an F grade for all work attempted in the quarter.

## **RE-ADMISSION**

A student who has withdrawn for any reason other than disciplinary may re-enter any quarter provided all debts to the college have been paid. Students suspended for disciplinary reasons may be re-admitted at the beginning of the next quarter with the approval of the President. Because of limited facilities, students in Health Occupations must have permission of the department chairman to re-enter.



## REPEATING COURSE WORK

Any course may be repeated. No course may be counted more than once in calculating the total number of quarter hours credit toward graduation. The highest grade received will be counted.

## TRANSFER OF CREDITS

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma, or program at Anson Technical College. Students are expected to file transcripts of all previous college work.

Transfer credit from any institution in the North Carolina Department of Community Colleges is accepted. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Records of prior work will be evaluated by the college. Final acceptance or rejection of transfer credit lies with the college.

Credit earned at Anson Technical College can be transferred to similar program at other institutions of the Department of Community Colleges in North Carolina. Transfer credit is determined by the Institution to which the student wishes to transfer.



*Photo by Charles Bowman*

## **STUDENT SERVICES**

### **ORIENTATION**

All new full time students are expected to participate in an orientation program each quarter conducted by the Student Services Staff and other college personnel. Part time students are urged to participate. Orientation will acquaint the student with administrative policies such as grading, financial aid, scheduling, attendance, and other which relate to student interests or requirements.

### **COUNSELING**

Counseling and guidance services are provided by the college to aid students in determining and succeeding in their vocational and educational programs as well as assisting them in resolving problems of a personal nature which might affect progress toward their educational objectives. Request for these services should be directed to the Office of Student Services.

### **SOCIAL AND CULTURAL ACTIVITIES**

Anson Technical College offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events will be posted on the bulletin board in the college lounge . . . or issued in the student Services weekly bulletin.



*Photo by Ron Tarlton*

## **STUDENT ASSOCIATION**

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the college and to accept his democratic responsibility as an American citizen.

The Student Association acts as an intermediary between the student representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. Members of the Student Association are elected annually by the students.

## **PLACEMENT SERVICE**

Anson Technical College offers job placement assistance for aiding students needing work while in attendance and upon graduation. Further information is available from the Student Services Office.

## **STUDENT FINANCIAL AID**

Anson Technical College accepts responsibility and concern for the many talented students who lack financial means to obtain a college education. Every effort is made to encourage a student with seriousness of purpose to secure a college education.

Financial assistance may be available to a student through the College in the form of a work-study program, economic opportunity grants, and part-time employment. Opportunities for financial aid are within the reach of almost every student who can show acceptable academic achievement and definite financial need. The student who realizes that he will be unable to meet college expenses without assistance should take early initiative in seeking information from the Financial Aid Officer.

## **STUDENT LOANS**

Student loans are available for full-time students who need financial assistance to begin or to continue occupational education. Students who have been accepted for admission and wish to apply for a student loan should complete an application form before May 31st of each year. Loan application forms and detailed information are available upon request from the Student Affairs Office or Financial Aid Officer.

## **POLKTON LITERARY CLUB SCHOLARSHIP**

Scholarship Fund will be used to provide a scholarship or scholarships at the discretion of the selection committee in one or more of the following ways:

1. A scholarship may be awarded to a current graduating senior of an Anson County High School who has achieved an academic record which placed the individual in the top ten percent of the graduating class.

2. A scholarship may be awarded to any graduate of an Anson County High School within the past twenty years who has achieved an academic record which placed the individual in the top ten percent of the graduating class.
3. A scholarship may be awarded to a second quarter student at Anson Technical College who achieved 3.5 or higher grade point average during the first quarter the student was enrolled.
4. A scholarship may be awarded to a second quarter Anson County housewife enrolled at Anson Technical College with a grade point average of 3.5 or higher during her first quarter at Anson Technical College.
5. A scholarship may be awarded to an Anson Technical College student who has demonstrated outstanding qualities of character and college citizenship.

Only those students making application for the Polkton Literary Club Scholarship Fund will be considered for the award. Application forms may be secured from the Dean of Students of Anson Technical College.

## **VETERANS**

Veterans and children of deceased veterans who want to attend school under Public Law 550 (the G.I. Bill) may receive educational benefits provided they meet the requirements established by the Veterans Administration. Application for these benefits is made through the local V. A. Office; however, the student is advised to discuss his plans with the school counselor prior to making application to the V. A.

The contact hours shown in the catalog are minimal. It is the policy of this institute to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their training.

When in any quarter the total weekly contact hours listed are fewer than twelve credit hours in a technical curriculum and fewer than thirty clock hours in a vocational trade curriculum, a student may enroll on request for additional hours deemed by the institution to be consistent with the program and appropriate to the student in order to meet the minimum requirements of the Veterans Administration. Veterans should submit transcripts of previous educational work prior to enrollment.

## **TRANSCRIPTS**

An official transcript of work at Anson Technical College will be forwarded upon request by the student. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy. No transcript will be released until the student account is cleared with the Business Office.

## **VOCATIONAL REHABILITATION**

The College cooperates with various Vocational Rehabilitation Agencies in providing educational opportunities for persons with physical and health limitations.



*Photo by James Horne*



## **EMPLOYMENT PROGRAM**

Jobs are available to help students pay for the costs of attending school. To be eligible, the person must be enrolled or accepted for enrollment as a full-time student. Students approved for this program may be employed up to a maximum of 15 hours per week after regularly scheduled classes. Requests for information and application forms should be directed to the Student Services Office.

## **STUDENT RECORDS**

Anson Technical College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional record and will be subject to all state and federal regulations governing the safety and confidentiality of those records:

1. completed application
2. completed medical form
3. veterans records
4. statement of residency
5. transcripts
6. grade sheets and registration forms
7. counseling data sheets
8. test record

9. any statement of waiver by the student for release of records which also contains a list of those persons to whom the records were accessible.

Anson Technical College will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Dean of students or counselor.

## **ALUMNI**

Efforts to keep alumni of the school informed are made by periodic mailings. Former students are encouraged to become active in the alumni association and their activities.

## **STUDENT LIFE**

Anson Technical College is interested in developing each student to his fullest potential. With this goal in mind, the college strives to offer the utmost in academics as well as social and cultural activities to build a well-rounded person.

## **STUDENT CONDUCT**

Students at Anson Technical College are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. The college is in accordance with Federal, State and local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student who is subject to dismissal from school for disciplinary reasons is entitled to due process, including the right of appeals as stated in this Bulletin.

## **STUDENT HOUSING**

The college does not have dormitory facilities. The Dean of Students will assist students in obtaining off campus housing, when requested to do so.

## **COLLEGE CENTER**

The college provides facilities for the convenience of students. Included in the lounge area is a snack area for sandwiches, soft drinks, and candies; an area for study and recreation.

## **HEALTH SERVICES**

Emergency First Aid Kits are maintained in all shop areas. Other emergency health services are provided by local medical centers and the county hospital.



*Photo by James Griffin*

# STUDENT DUE PROCESS

## INTRODUCTION

Freedom to teach and freedom to learn are inseparable facets of educational freedom. The freedom to learn depends on appropriate opportunities and conditions in the classroom and on campus. Students should exercise their freedom with responsibility and be aware of the penalties that may be invoked by the institution when such exercise is considered in violation of acceptable conduct as noted in the *General Catalog & Student Handbook*.

Any student who fails to comply with normal and accepted manners of behavior and/or performance while on campus or representing the College or acts in a manner so as to interfere with an instructor's ability to conduct class, may expect disciplinary procedures to be immediately invoked by his instructor. The instructor alone will determine the nature and degree of disciplinary action necessary to promptly re-establish the desired learning environment or order. The student's right to due process and protection from undue, harsh or unjustified disciplinary action is guaranteed in the following parts of this policy:

## DEFINITION OF TERMS USED

**Class**—An organized body consisting of one or more teachers and one or more students meeting for a specific period of time; a segment of a course.

**Course**—An organized body of material necessary for the teaching of a particular subject and meeting for a specified number of times over a period of eleven (11) weeks of time.

**Curriculum**—Is used for management and educational purposes and is defined as consisting of all courses of instruction which lead to a degree or diploma offered at Anson Technical College.

**President's Advisory Student Committee**—Hereinafter referred to as the Committee is the institutional review body that presides over disciplinary review hearings and renders recommendation thereon.

**Laboratory**—Room or rooms appropriately equipped and used by students for learning purposes.

**Laboratory Period**—A formalized meeting of one or more instructors and one or more students for a given period of time, usually from one to five hours in length.

**Instructional Period**—A class or laboratory meeting as defined by the instructional schedules.

**Admonition**—An oral or written notice to the student that he or she is in violation of acceptable conduct.

**Censure**—Excluding a student from a particular class assignment, quiz, or exercise, with or without the privilege of making up the same.

**Suspension**—The exclusion of a student from his class, course, curriculum, learning situation or from the activities or facilities of the institution for a specified period of time.

**Expulsion**—The permanent exclusion of a student from all campus activities and facilities.

**Instructor**—Faculty member or other person responsible for the instruction or supervision of college sponsored or sanctioned activities.

**DISCIPLINARY PROCEDURES**

A. Degrees of and Procedures for Invoking Penalties

Degree	Penalty	Authority and Procedure
1st	Admonition	The instructor may invoke a warning to any student or student group.
2nd	Censure	The instructor may invoke a judgement against a student by revoking his privilege of further participation in that day's class or laboratory activities.
3rd	Suspension from class	The instructor may suspend a student from his class, laboratory or learning situation or from a learning assignment, with or without the privilege of makeup, for a period of time not to exceed three consecutive class meetings. He must immediately notify his Department Head and the Dean of Instruction and the student of his actions in writing.
4th	Suspension from course, curriculum or extracurricular activities	The Dean of Instruction may invoke the penalty of suspension from a course, curriculum or extracurricular activity for a specified period of time. If the suspension from a learning activity exceeds three consecutive class meetings, the Dean will within twenty-four (24) hours notify both the President, the Committee and student of his actions in writing. If this suspension is from extracurricula activities, the Dean may notify the President and the Committee.
5th	Expulsion	Only the Board of Trustees may invoke the penalty of expulsion from the institute under the procedure hereinafter set forth.

- B. Reporting of Offenses—Any student, faculty member, or staff member should report incidents of misconduct to the Dean of Instruction.
- C. Initial Investigation and Hearing—The Dean of Instruction will confer with the accused and explain to the accused his rights to due process and notify him of his opportunity to explain his conduct and to request a full hearing which should be held within twenty-four (24) hours after notification.

- D. Options of the Dean of Instruction—After his investigation and hearing the Dean will have the following options:
  1. To drop the charge against the accused.
  2. To declare the case closed immediately for lack of evidence.
  3. To uphold the disciplinary decisions of the instructor.
  4. To admonish that repetition of the questionable conduct may necessitate further discipline.
  5. To invoke a disciplinary suspension from extracurricula activities.
  6. To recommend a disciplinary suspension from a class, classes or curriculum.
  7. To recommend disciplinary expulsion from the College.
- E. After Investigation and Hearing—The Dean will notify the President and the Committee of his initial investigation and hearing when the disciplinary action taken results in the student's being suspended for more than three consecutive class sessions or expelled from the College.
- F. Options of the Accused
  1. The accused may accept the penalty proposed by the Dean.
    - a. The Dean will in writing identify the claimed misconduct, present a statement of the full penalty proposed and a statement of the student's rights to due process to the accused.
    - b. The accused's signature on such document will indicate his acceptance of the penalty and understanding of his rights, but will not represent an admission of guilt.
  2. The accused may within three school days file with the Chairman of the Committee a request for a hearing and a determination of the recommendation to the President by the Committee.
    - a. The Dean will notify the Committee in writing of the alleged misconduct and the nature of all the evidence.
    - b. A copy will be given to the accused.
- G. The President's Advisory Student Committee
  1. The Committee is created to conduct hearings assigned to its jurisdiction.
    - a. The Committee shall be composed of five members.
      1. The Chairman will preside over the hearing.
      2. Five members shall be appointed, including the Chairman, by the President of the College.
  3. Appointments are for one year (September-August 31).
  2. Duties
    - a. The Committee must have a full complement to hear and determine the facts of a case.
    - b. Any member of the Committee who is personally connected with case shall inform the Chairman and shall be disqualified. A replacement shall be appointed as noted in Section G-1.
- H. Hearings and Determination by the Committee
  1. Call of Hearing
    - a. Upon receipt of an appeal by the accused or a request of case review by the Dean of Instruction, the Chairman of the Committee will:



1. Set a time for the hearing.
  2. Notify the accused and the Dean of the time and place.
  3. Make arrangements for recording.
- b. Such hearing should take place within one calendar week of the time of the notification of the Dean and the accused.
2. The Hearing
- a. The Chairman calls the session to order.
  - b. All interested parties take their respective places.
  - c. The Chairman will read the charge against the accused in the presence of the accused.
  - d. The Dean or appointed representative of the College and the accused or his representative have the opportunity to make an opening statement.
  - e. All pertinent information regarding the claimed misconduct will be presented by the Dean or by his representative and/or witnesses of his choice. (Should the representative be an attorney, the Chairman must make this known to the accused at least forty-eight (48) hours before the hearing.)
  - f. The accused or his representative, after hearing all evidence presented, may question the accused and/or witnesses. (Should the representative be an attorney, the accused must make this known to the Chairman at least forty-eight (48) hours before the hearing.)
  - g. The accused or his representative will then have the opportunity to present his case, including all evidence, witnesses, including a reasonable number of character witnesses (from student body, faculty or staff). The accused may exercise the right to remain silent.
  - h. In the event the accused does not exercise his or her right to remain silent, the Dean will have the right to then question the accused. The Dean shall at all times have the right to question all witnesses presented by the accused.
  - i. The Committee shall then question both the accused (if he hasn't exercised his right to remain silent), and any witnesses.
  - j. The Committee will then clear the room and render a recommendation as to the accused and said determination shall be immediately submitted to the President and the student so notified.
  - k. Failure by the accused to appear at the hearing after due notice thereof will not prevent the Committee from hearing the evidence and making its recommendation to the President.
3. Judgment
- a. A majority vote by the Committee will render a decision to be recommended to the President. Each member of the Committee shall have one vote.

## **APPEAL**

- A. Any accused has the right to appeal in writing to the President of the College within five days after the Committee's recommendation.
1. The President may:
    - a. Endorse the Committee recommendation.

- b. Reduce or rescind the Committee recommendation.
  - c. Invoke more severe penalty exclusive of expulsion.
- B. The President has the right to review any Committee recommendation and may adjust same in accordance with A-1 above whether or not an appeal has been filed.
- C. Any accused for any reason shall have the right to appeal from the decision of the President to the Board of Trustees, by filing a notice with the President and the secretary to the Board within ten (10) days from the written notice of President's decision.
- D. The Board of Trustees shall notify the accused, in writing, as to the time, date and place of hearing which date shall not be less than ten (10) days from the date of said notice.
  - 1. The Board of Trustees may appoint a panel of three of its members to hear said appeal and to make recommendations to the full Board.
  - 2. The Board of Trustees shall make its decision within five (5) days following said hearing either by the full Board or as set forth in D-1 above.
  - 3. The decision of the Board of Trustees shall be final.
- E. Any recommendation of the President for expulsion shall at all times be submitted to the Board for approval or modification whether or not an appeal has been timely filed.

## **CONSTITUTION OF THE ANSON TECHNICAL COLLEGE**

### **STUDENT ASSOCIATION CONSTITUTION**

#### **PREAMBLE**

We, the students of Anson Technical College, do hereby establish the Constitution in order to promote unity among the faculty, ourselves, and the community; to maintain high standards of conduct; to establish justice and project the good name and liberties of all; and to preserve an atmosphere of free discussion, inquiry, and self expression that will assure the personal freedom and general well-being of the members.

#### **ARTICLE I—NAME**

The organization shall be known as the Anson Technical College Student Association.

#### **ARTICLE II—PURPOSE**

The purpose of the Student Association shall be to further the best interests of the college through representation of the study body in matters affecting student life and student affairs, promoting and supervising student organizations and activities, and upholding and interpreting this constitution.

## **ARTICLE III—MEMBERSHIP**

Every regularly enrolled full-time student at Anson Technical College shall be a member of the Student Association. Part-time students who pay the student activity fee will be members of the Association.

## **ARTICLE IV—OFFICERS AND ELECTIONS**

### **Section 1. Executive Officers.**

The executive officers of the Student Association shall consist of a President, Vice President, Secretary, and a Treasurer.

### **Section 2. Duties of Executive Officers.**

- a. The president shall serve as the official representative of the student body, shall preside at all meetings of the Student Association, preside at all meetings of the Senate, conduct business meetings using accepted parliamentary procedures, appoint committees which are necessary for the operation of the Student Association and refer approved legislation to the Dean of Students.
- b. The Vice President shall serve as a member of the Senate and shall assume the duties of the President in his absence and assume the office of president if for any reason the President must vacate his office.
- c. The Secretary shall serve as a member of the Senate and shall maintain a permanent record of minutes of the Student Association and of the Senate meetings, post the minutes of the meetings of both bodies in the College Lounge within one week following each meeting.
- d. The Treasurer shall serve as a member of the Senate and shall serve as chairman of the Budget Committee, present the budget to the Senate for approval, maintain a permanent record of all financial transactions of the Student Association, receive from the treasurer of each club and organization a quarterly financial statement, make quarterly reports to the Student Association and quarterly reports to the Senate, and submit the treasurer's books to the business office to be audited once per quarter or at the request of the business manager or the Senate.

### **Section 3. Election of Officers.**

- a. The president shall be elected each fall quarter to serve for a period of one academic year.
- b. The following Student Association officers shall be elected each fall quarter to serve for a period of one academic year: President, Vice President, Secretary, and Treasurer.

### **Section 4. Senators.**

The Senate shall consist of the President, Vice President, Secretary, and Treasurer of the Student Association, and one Senator from each diploma and associate degree program.

Section 5. Election of Senators.

The allotted senators shall be elected within the first four weeks of the fall quarter and will serve for a period of one academic year.

Qualifications of Officers.

A student must maintain a "C" or better and be approved by the Elections Committee in order to hold any office. This committee will consult with the Dean of Students concerning academic averages of nominees.



*Photo By Anson Technical College Photography Department*

## **ARTICLE V: LEGISLATIVE SENATE (Hereinafter called the “SENATE”)**

- Section 1. The senate shall consist of the Executive Officers and Senators of diploma and associate degree programs. Chairman of standing committees, other than elected officers or representatives, shall be ex-officio members.
- Section 2. The senate shall meet twice quarterly. Special meetings may be called by the president, acting president, or the secretary.
- a. Senate meetings and all questions of order shall be conducted according to Robert’s Rules of Order—Revised.
  - b. Senate meetings shall be open to all members of the student body, faculty, and administration.
- Section 3. All Legislative powers and duties shall be vested in the Senate. The Senate shall have powers to:
- a. Appropriate funds from the approved student budget for
    1. Student publications
    2. All agencies of the Student Association
    3. All extra-curricular activities under the direct supervision of the Student Association.
  - b. Approve or reject, by majority vote, all appointments made by the president of the Student Association.
  - c. Make laws governing the conduct of all elections.
  - d. Impeach and remove from office any elected student official, not fulfilling his duties, by two-thirds majority vote of the Senate.
  - e. Make laws authorizing the president, if necessary, to fill a vacancy in any elected office until the next general election.
  - f. Replace any of its appointed officers, committees, or staff members who do not fulfill their designated duties.
  - g. Require reports from all student organizations.
  - h. Initiate official acts as necessary and proper to promote the general welfare of the student body.
  - i. Appoint an executive chairman if both offices of the president and vice president become vacant.
- Section 4. A two-thirds majority of members present is required to pass all legislative acts. Three-fourths of the Legislative members shall constitute a quorum.

## **ARTICLE VI: STANDING COMMITTEES**

- Section 1. All Standing committees shall contain not fewer than five members selected by the Senate. Immediately upon its appointment, each standing committee shall hold a meeting for the purpose of selecting a faculty advisor. Members of all standing committees (at minimum membership) must be selected not later than thirty days following the election of officials of the Senate.



Section 2. The standing committees and their duties shall be:

- a. *Student Services Committee*. It shall be the duty of this committee to plan, arrange, and supervise all Student Association assemblies and activities.
- b. *Elections Committee*. The Elections Committee shall have charge of all Student Association elections. It shall be the duty of the Elections Committee to designate voting places and provide the necessary election materials. The Elections Committee shall count the ballots and announce the winners' names within one day. Each candidate shall have the privilege of sending one representative to witness the counting of ballots. Further regulations for the conduct of elections may be made by the Elections Committee with the advice and consent of the Senate.
- c. *Finance Committee*. The Finance Committee shall aid the treasurer in the preparation of the annual budget for presentation to the Senate. This Committee shall also lend assistance to the Treasurer in any manner which the Senate deems advisable. The Finance Committee shall compile a full and complete report of all financial receipts and expenditures to be published at the end of each school quarter.
- d. *Publicity Committee*. The Publicity Committee shall release all necessary publicity pertaining to Student Association activities.
- e. *Orientation Committee*. The Orientation Committee shall be appointed in the spring quarter by the Student Association President in consultation with the Dean of Students. This Committee shall consist of seven members representing rising upperclassmen. Co-chairmen are appointed by the Student President, one from the men and one from the women. The Dean of Students shall appoint an advisory representative. The Orientation Committee formulates ways and means for effective orientation of students.

## **ARTICLE VII: PROCEDURE OF ELECTION**

Section 1. Eligible students may become candidates for office by filing in writing to the Chairman of the Elections Committee. Prior to the nominee being accepted as a candidate for office, the Elections Committee shall obtain from the Student Personnel Director certification of academic eligibility.

Section 2. Nomination shall be posted on the Student Bulletin board at least one week prior to the date of the election.

Section 3. For each election, a polling place, time, and date shall be agreed upon by the Elections Committee and shall be announced not later than one week prior to the date of election.

Section 4. The Elections Committee shall hold at the polls an alphabetical list of eligible voters. The name of each voter shall be checked as

he receives his ballot. It shall not be necessary for the ballots to be signed. No ballot shall be numbered. Voting is by secret ballot.

Section 5. No one shall assist or advise the voter in filling out the ballot except the election managers, who may explain the rules of the election only.

Section 6. The Elections Committee shall be custodians of the ballot box.

Section 7. The candidate receiving the simple majority of votes cast shall be named the winner of the elections. In the event of a tie vote, the Elections Committee shall conduct another election for that office.

Section 8. The newly elected Student Association officers shall take office immediately following elections.

### **ARTICLE VIII: PUBLICATIONS**

Section 1. The Student Association Publications shall include:

- a. The YEARBOOK
- b. The STUDENT HANDBOOK

Section 2. The editor and business manager of the handbook shall be appointed by the president of the Student Association with the consent of the Legislative Council.

Section 3. The Student Handbook shall be published each summer quarter.

Section 4. The editors shall be responsible for their respective publication under the supervision of a faculty advisor.

### **ARTICLE IX: IMPEACHMENTS**

Section 1. Any legislative or executive officer may be removed from office by a majority of the following impeachment proceedings.

Section 2. Grounds for impeachment shall be any demeanor unbecoming a student of this institution, malfeasance of duty and responsibility, or failure to comply with any part of this constitution or its by-laws.

Section 3. Any member of the Student Association may initiate impeachment proceedings by filing a petition of his grievances signed by twenty percent (20%) of the student body with the Senate.

Section 4. An individual may not be tried for impeachment twice on the same charge.

### **ARTICLE X: RELATION TO ADMINISTRATION**

Section 1. Having a desire to bring about and maintain effective communication between the Anson Technical College Student Association and the Administration, it is hereby provided that the officers of the Anson Technical College Student Association meet with the

Administration or its representative a minimum of once each quarter or as directed by the College President.

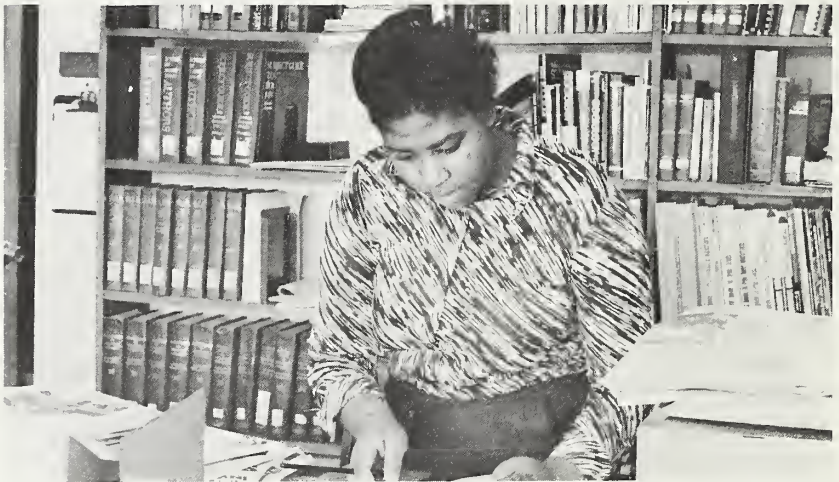
- Section 2. It is hereby recognized that the authority vested in the action taken by the Anson Technical College Student Association and its executive and legislative branches must be approved by the Board of Trustees of Anson Technical College or its duly authorized administrative agent.

### **ARTICLE XI: AMENDMENTS**

- Section 1. Amendments to the Constitution may be proposed by twenty percent (20%) of the total membership of the Student Association or by faculty or administrative suggestion.
- Section 2. The proposed constitutional amendment must be announced to the Student Government at least two (2) weeks prior to the referendum election which shall be held not later than three (3) weeks after the petition has been approved by the legislative Senate. Two-thirds of the votes cast in the referendum must be in the affirmative for the ratified amendment to become part of this constitution.

### **ARTICLE XII: RATIFICATION**

- Section 1. This constitution will take effect immediately upon ratification.
- Section 2. Ratification will be accomplished by:
- a. A simple majority vote for the student body voting at a special campus election.
  - b. Any full-time or part-time student (paying student activity fee) enrolled and in good standing at Anson Technical College.



*Photo by Ernest Tillman*

## LEARNING RESOURCE CENTER

The Learning Resource Center is located in spacious and well lighted quarters at both campuses of the school, in the Nelme building in Ansonville and the Garibaldi building in Polkton. The center offers three basic areas of service to the administration, faculty, and students. These are (1) library services, (2) audiovisual services, and (3) the learning laboratory. The hours are 8:00 a.m.-9:00 p.m. Monday-Thursday and 8:00 a.m.-5:00 p.m. on Friday.

**The Library.** The library provides comfortable, pleasant surroundings for study and leisure reading. Books and related media are easily accessible and are available for each program offered at the college with additional general interest and reference material. Along with the 10,000 plus volumes, the library subscribes to numerous periodicals to further support course study and general interest reading. Many back issues of periodicals are on microfilm and there are microfilm readers available to use the film. The library also has access to material not locally available through interlibrary loan, state, and free loan film agencies. Professionally trained librarians are available to assist patrons with reference questions and book selection and to instruct students in the use of the library.

**Audiovisual Services.** The audiovisual holdings of the Learning Resource Center include 16mm films, records, filmstrips and other instructional materials. These materials are selected to enrich and supplement classroom instruction and to assist students with their studies. Audiovisual services in the area of production are also available to administration, faculty, and students.

**Learning Laboratory.** The learning lab is open to adults who wish to study for or take the GED (a high school equivalency test) and college students who need to strengthen skills in a wide variety of courses. The lab is staffed by coordinators who help each student find his present level of learning before placing him in an individualized program for self-instruction. Adults may prepare for the high school examination, improve skills used on the job, or study subjects for personal advancement. High school graduates can find review and refresher programs designed to make the transition to college and technical level work easier.

## GED TESTING

An adult who did not complete his high school education may take the Test of General Educational Development (GED) and demonstrate his general educational competence. After successfully completing the GED a certificate is awarded by the State Board of Education. This certificate is recognized and generally accepted as equivalent to a high school diploma.

Any person who is not a high school graduate may apply to take the GED if he is 18 years of age and is a resident of the state.

Anson Technical College, Ansonville Campus is an official GED Testing Center. Persons wishing to study for the GED may attend the Learning Lab at either campus, but the test itself is only administered in Ansonville.



## EDUCATIONAL PROGRAMS

### ASSOCIATE APPLIED SCIENCE DEGREE

Accounting  
Agriculture Technology  
Business Administration  
Commercial Art & Design  
Commercial Photography  
Court Reporter  
Executive Secretary  
Funeral Service Education  
General Office Technology  
Heating, Ventilating & Air Conditioning Technology  
Industrial Management  
Legal Secretary  
Marketing & Retailing  
Medical Secretary  
Printing Management  
Social Services Aide  
Teacher Associate



*Photo By Anson Technical College Photography Department*





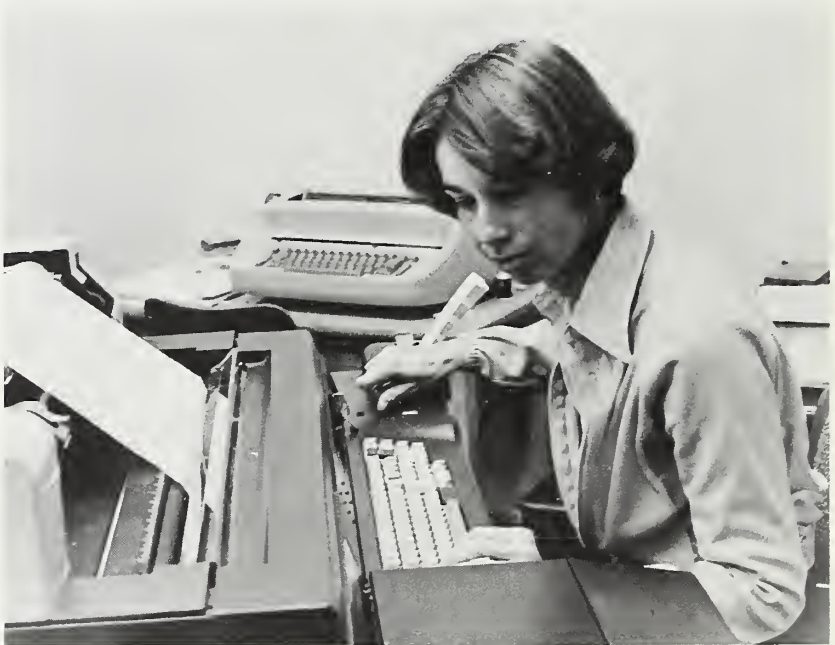
*Photo By Anson Technical College Photography Department*

## ACCOUNTING

Accounting is a process of measuring and reporting various functions of business and governmental organizations. These measurements are in terms of dollars and material, labor, time, index numbers, and other valid units of measurement. Accounting gives meaning to these measurements, and is justly described as the "language of business."

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduates of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers or accounting supervisors, and to fill other responsible positions in a business firm.



*Photo by Anne O. Beaver*

# ACCOUNTING

			Lec.	Lab.	Cr.
<b>Fall Quarter</b>					
ECO	201	Economics	5	0	5
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Basic Typewriting	2	3	3
			<u>18</u>	<u>3</u>	<u>19</u>
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	123	Business Finance	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			<u>18</u>	<u>2</u>	<u>19</u>
<b>Spring Quarter</b>					
ENG	203	Business Communications	3	0	3
BUS	116	Business Law	3	0	3
BUS	121	Accounting Principles II	3	2	4
BUS	124	Business Finance	3	0	3
BUS	110	Office Machines	2	3	3
			<u>14</u>	<u>5</u>	<u>16</u>
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
PSY	206	Applied Psychology (or PSY 101)	3	0	3
BUS	122	Accounting Principles III	3	2	4
BUS	225	Cost Accounting	5	0	5
BUS	239	Marketing	3	0	3
			<u>17</u>	<u>2</u>	<u>18</u>
<b>Fall Quarter</b>					
EDP	104	Introduction to Data Processing	3	2	4
BUS	222	Immediate Accounting I	5	2	6
BUS	229	Income Taxes	3	2	4
BUS	247	Business Insurance	3	0	3
			<u>14</u>	<u>6</u>	<u>17</u>
<b>Winter Quarter</b>					
PSY	112	Personality Development	3	0	3
BUS	223	Intermediate Accounting II	5	2	6
BUS	231	Auditing	3	2	4
BUS	235	Business Management	3	0	3
BUS	248	Business Insurance	3	0	3
			<u>17</u>	<u>4</u>	<u>19</u>
<b>Total</b>					<b>108</b>

## AGRICULTURE TECHNOLOGY

Agriculture Production is now becoming increasingly specialized. Increasing needs for poultry, livestock, and other agriculture products are anticipated. The growing, processing, and marketing of farm commodities furnish employment for a very large number of people who render essential services in the grading, marketing, inspection, processing, and distribution of farm products.

Improved methods and mechanization in the agriculture industry in North Carolina require technically educated people. Advanced technology and skills are needed in the agriculture business.

This curriculum is designed to give students a good understanding of the principles, methods, techniques, and skills which are essential for successful employment in the agriculture industry.



*Photo By Anson Technical College Photography Department*

## AGRICULTURE TECHNOLOGY

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AGR	109	Soil Science	2	1	2
AGR	111	Feed Grains	3	0	3
AGR	124	Farm Tractors	1	3	2
AGR	131	Soybeans Production	2	0	2
ENG	101	Grammar	3	0	3
			<u>11</u>	<u>4</u>	<u>12</u>
<b>Winter Quarter</b>					
AGR	102	Farm Business Management	3	0	3
AGR	106	Forest Management	2	0	2
AGR	122	Farm Equipment Maintenance	0	3	1
AGR	140	Vegetable Production	2	0	2
AGR	103	Insect Control Practices	4	0	4
			<u>11</u>	<u>3</u>	<u>12</u>
<b>Spring Quarter</b>					
AGR	127	Gas Welding	1	3	2
AGR	143	New Sources of Farm Income	2	0	2
AGR	148	Farm Records and Credit	2	2	3
AGR	134	Tobacco Production	2	0	2
ENG	102	Composition	3	0	3
			<u>10</u>	<u>5</u>	<u>12</u>
<b>Summer Quarter</b>					
AGR	105	Pasture and Forage Crops Fall	2	0	2
AGR	125	Farm Power Trans & Hydraulics	1	3	2
AGR	128	Electric Welding	1	3	2
ENG	203	Business Communication	3	0	3
ENG	204	Oral Communication	3	0	3
			<u>10</u>	<u>6</u>	<u>12</u>
<b>Fall Quarter</b>					
AGR	108	Beef Cattle Production	2	0	2
AGR	113	Farm Marketing	2	0	2
AGR	155	Plant Diseases	4	0	4
AGR	183	Poultry and Egg Production	2	0	2
AGR	141	Surveying	1	2	2
			<u>11</u>	<u>2</u>	<u>12</u>
<b>Winter Quarter</b>					
AGR	107	Cotton Production	3	0	3
AGR	139	Lime and Fertilizers	3	0	3
AGR	159	Soil Management	3	1	3
ENG	203	Business Communication	3	0	3
			<u>12</u>	<u>1</u>	<u>12</u>
<b>Spring Quarter</b>					
AGR	110	Crop Production	3	0	3
AGR	121	Weed Identification and Control	2	1	2
AGR	123	Ornamental Horticulture	3	1	3
AGR	133	Farm Water System	2	2	2
MAT	110	Business Mathematics	3	0	3
			<u>13</u>	<u>4</u>	<u>13</u>



			Lec.	Lab	Cr.
<b>Summer Quarter</b>					
AGR	114	Electricity	2	2	3
AGR	117	Animal Nutrition	3	0	3
AGR	135	Agriculture Law	3	0	3
PSY	206	Applied Psychology	3	0	3
			<u>11</u>	<u>2</u>	<u>12</u>
<b>Fall Quarter</b>					
AGR	112	Small Engines	1	3	2
AGR	126	Orchard Management	3	0	3
AGR	142	Agriculture Finance	3	0	3
AGR	116	General Carpentry	1	3	2
ECO	108	Economics	3	0	3
			<u>11</u>	<u>6</u>	<u>13</u>
<b>Winter Quarter</b>					
AGR	104	Swine Production	3	0	3
AGR	130	Farm Chemicals	2	2	3
AGR	138	Farm Records and Taxes	2	2	3
		Social Science Elective	3	0	3
			<u>10</u>	<u>4</u>	<u>12</u>
<b>Total</b>					<b>122</b>



*Photo by Audie Baldis*

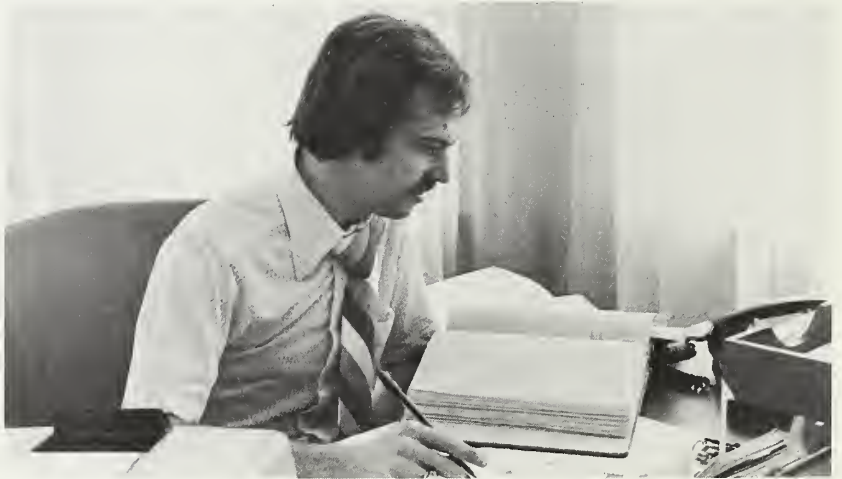
## BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, and communications.



*Photo by Marth Smith*

## BUSINESS ADMINISTRATION

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ECO	201	Economics	5	0	5
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Basic Typewriting	2	3	3
			<u>18</u>	<u>3</u>	<u>19</u>
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	123	Business Finance	3	0	3
BUS	233	Personnel Management	3	0	3
		Elective	3	0	3
			<u>18</u>	<u>2</u>	<u>19</u>
<b>Spring Quarter</b>					
ENG	203	Business Communications	3	0	3
BUS	116	Business Law	3	0	3
BUS	121	Accounting Principles II	3	2	4
BUS	124	Business Finance	3	0	3
BUS	234	Personnel Problems	3	0	3
BUS	110	Office Machines	2	3	3
			<u>17</u>	<u>5</u>	<u>19</u>
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
PSY	206	Applied Psychology (or PSY 101)	3	0	3
BUS	122	Accounting Principles III	3	2	4
BUS	239	Marketing	3	0	3
		Elective	3	0	3
			<u>15</u>	<u>2</u>	<u>16</u>
<b>Fall Quarter</b>					
EDP	104	Introduction to Data Processing	3	2	4
BUS	229	Income Taxes	3	2	4
BUS	243	Advertising	3	0	3
BUS	247	Business Insurance	3	0	3
		Elective	3	0	3
			<u>15</u>	<u>4</u>	<u>17</u>
<b>Winter Quarter</b>					
BUS	232	Sales Development	3	0	3
BUS	235	Business Management	3	0	3
BUS	248	Business Insurance	3	0	3
BUS	272	Principles of Supervision	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>
<b>Total</b>					<b>108</b>

## COMMERCIAL ART

The field of Commercial Art covers many facets of employment in the Visual Arts. Anson Technical College's program is designed to provide instruction in the basic courses which are applicable to many of the fields of Commercial Art and to allow the students to gain greater depth in a special area of interest to them.

Commercial Artists find employment in numerous fields. Newspapers, publishers, illustrators, advertising, interior decorators, architects, photographers and more all use the services of commercial artists. In addition the commercial artist may establish his or her own business and provide their services to numerous businesses and industries.



*Photo By Anson Technical College Photography Department*



# COMMERCIAL ART

## Basic Curriculum

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ENG	101	Grammar	3	0	3
MAT	101	Technical Mathematics	5	0	5
PRN	155	Line Offset Camera	2	6	4
ART	100	Elements of Commercial Art	5	0	5
CAT	105	Basic Drawing	1	4	3
			16	10	20
<b>Winter Quarter</b>					
ENG	102	Composition	3	0	3
CAT	123	Color Theory & Pigmentation	1	4	3
DFT	101	Technical Drafting	1	4	3
CAT	106	Figure Drawing	1	4	3
CAT	122	Dimensional Design	1	4	3
PRN	171	Estimating	2	2	3
			9	18	18
<b>Spring Quarter</b>					
ENG	203	Business Communications	3	0	3
CAT	201	Typography & Lettering	2	2	3
ENG	204	Oral Communication	3	0	3
CAT	121	Basic Design	1	4	3
CAT	211	Copy Writing	2	2	3
			11	8	15
<b>Summer Quarter</b>					
CAT	212	3-D perspective	2	2	3
PHO	212	Commercial Product Photography	1	4	3
CAT	215	Mechanical Layout	2	2	3
PHO	116	Basic Photography	1	4	9
BUS	101	Introduction to Business	3	0	3
			9	12	21
<b>Fall Quarter</b>					
SOC	201	Introduction to Sociology	5	0	5
PRN	161	Offset Press	2	6	4
PRN	201	Printing Process	2	2	3
CAT	206	Brochure Design	2	2	3
Option Elective			—	—	3
					18
<b>Winter Quarter</b>					
CAT	210	Magazine Illustration	2	2	3
CAT	213	Resume & Portfolio	0	4	2
CAT	203	Air Brush Art	1	2	3
BUS	232	Sales Development	3	0	3
Elective			—	—	3-5
Option Elective			—	—	3
					17-19

## **COMMERCIAL ART**

### **General Option**

Commercial Art students wishing to gain the broadest possible experience should take the basic required curriculum. In addition they must take CAT 214, Advertising as a Business, BUS 243, Advertising. Three to four additional elective credits in Business, General Education or in the Graphic Arts are required for graduation.

## **COMMERCIAL ART**

### **Advertising Arts Option**

The advertising arts is an ever growing field with new areas opening each day. There are new products coming on the market constantly and with each new product comes the advantage for promoting it through the media.

It is the advertising artist's job to have a good working knowledge of current advertising for all media and how to proceed with the correct campaign for each particular product.

Our program will give the graduate a good background in all the basics of a commercial artist as well as a sound understanding of the various forms of the media, and their affect on the public.

Advertising Arts Option students take the basic Commercial Art curriculum. As option electives, CAT 224, Advertising Copy and Layout is required. An additional combination of 6 to 8 elective credits must be taken from the areas of Business, General Education or Graphic Arts. (Commercial Art, Printing or Photography)

## **COMMERCIAL ART**

### **Fashion Option**

With things moving at such a fast pace it is hard to be individualized in life, instead of being overwhelmed by mass produced articles. We aim to teach individual taste and design in our Fashion course. The student will execute responsible illustrations in fashion and pattern design, as well as gain good background in color and texture. This will aid the graduate in the co-ordination of a good fashion design, window scheme or illustration for high class fashion ads.

In addition to the basic Commercial Art curriculum Fashion Option students must take CAT 216, Fashion Presentations and complete a combination of 6 to 8 credit hours in courses selected from Business, General Education or Graphic Arts.

## **GRAPHIC ILLUSTRATION OPTION**

To comprehend just what a graphic illustrator is, one would have to have a good working knowledge of the printing industry.

This is exactly what we aspire to accomplish with this program, from design to layout. The student will learn and study the various printing processes. The student also will learn to do art work for each printing process, their

differences, and the need for specialized work with each varying form of printing. In more detail, the graphic illustrator has to be very familiar with all printing processes and able to execute work for each.

In addition to the basic Commercial Art curriculum the Graphic Illustration Option requires the completion as electives, of CAT 222, Graphic Productions and CAT 223, Camera Ready Art. An additional 3 to 5 credits must be earned from Business, General Education or Graphic Arts.

### **INTERIOR DESIGN OPTION**

In this day and age of specialization, it is best to be prepared to meet as many qualifications as possible. This is what we aim to accomplish with our Interior Design program. It will prove to be an indepth study of textures and patterns and how they compliment the surroundings for an aesthetic solution.

Our curriculum prepares a student with a good background for practical as well as creative achievement in the co-ordination of colors, texture, and patterns.

In addition to the basic Commercial Art Curriculum, Interior Design Option students must complete as electives, CAT 217, Color and Texture Coordination, CAT 218, Interior Illustration and an additional 3 to 5 elective credits chosen from Business, General Education or Graphic Arts courses.

### **TEXTILE ART**

The Textile Art program incorporates a study of the current textiles and how the styles affect the market. The textile art student will learn the fundamentals of textile design, with an introduction to layout design, color, texture and how they relate to modern textile problems.

North Carolina being the center of the textile belt, enjoys a wide variety of textile industries. Thus opening the field for an artist in designing prints for material, creating textures and applying them in increasingly new directions.

In addition to the basic Commercial Art Curriculum the Textile Art Option student must complete as electives CAT 220, Step and Repeat, CAT 221, Pattern Preparation and earn 3 to 5 elective credits from Business, General Education or Graphic Art.

## COMMERCIAL PHOTOGRAPHY

Photography is part of our daily lives. Every time we read a newspaper, open a magazine, turn on the TV or pass a billboard we are witnessing the impact photography has had upon our society. Because photography is in the mainstream of our technological age, there are still opportunities for qualified personnel.

The primary goal of the Photography program is to prepare the student for a career in the multi-faceted photographic industry. To this end, emphasis is placed on the student's ability to solve visual problems in a creative manner as well as the development of his technical skills.

Graduates of the Photography program will be qualified for employment in the following fields: portrait photography, laboratory technician, commercial photography, photo-journalism, photo-illustration, industrial photography, audio-visual photography.



*Photo by Audie Baldis*

# PHOTOGRAPHY

## Basic Curriculum

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
PHO	116	Basic Photography	1	4	3
PHO	117	Optics and Accessories	2	6	4
ART	100	The Elements of Commercial Art	5	0	5
ENG	101	Grammar	3	0	3
MAT	101	Technical Mathematics	5	0	5
			19	10	20
<b>Winter Quarter</b>					
PHO	118	Large Format Photography	2	6	5
ENG	102	Composition	3	0	3
CAT	122	Dimensional Design	1	4	3
*BUS	232	Sales Development	3	0	3
*Elective					3
			8	10	17
<b>Spring Quarter</b>					
CAT	211	Copywriting	2	2	3
ENG	204	Oral Communication	3	0	3
PHO	218	Photojournalism	2	6	5
PHO	140	Portrait Photography	1	4	3
PHO	216	Architectural Photography	1	4	3
			9	16	17
<b>Summer Quarter</b>					
BUS	101	Introduction to Business	3	0	3
PSY	206	Applied Psychology	3	0	3
PHO	210	Nature Photography	1	4	3
PHO	214	Fashion Photography	1	4	3
*PHO	213	Commercial Machinery Photography	1	4	3
*Elective					3-6
			9	12	18-21
<b>Fall Quarter</b>					
PRN	201	Printing Processes	2	2	3
PHO	130	Color Camera	1	4	3
PHO	132	Color Printing	2	6	5
PHO	220	Photo-Copying	2	2	3
SOC	201	Introduction to Sociology	5	0	5
			12	14	19
<b>Winter Quarter</b>					
PHO	222	Special Process Photography	3	0	3
CAT	213	Resume & Portfolio	0	4	2
CAT	214	Advertising as a Business	1	2	2
CAT	203	Air Brush Art	1	2	3
*Elective					3-6
*PHO	224	Photographic Illustration	2	2	3
			7	10	16-19
<b>*Option Electives</b>					



## PHOTOGRAPHY OPTIONS

Students may wish to gain experience in a specific area of photography. Anson Tech has designed several areas in which students can gain greater depth of knowledge and experience. Students wishing to pursue one of the following options will take the basic Commercial Photography curriculum but will substitute courses as noted.

### Architectural Photography

Architectural Photography concentrates on homes, industrial buildings, stores, businesses and other construction where detailed photographic presentation of construction and decoration are required. Preservation of historic detail is also a part of this option. Students would delete BUS 239, PHO 212 and CAT 224 from the Commercial Photography course and add the following courses

			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
DFT	101	Technical Drafting	1	4	3
CAT	218	Interior Illustration	1	4	3
PHO	213	Commercial Machine Photography	1	4	3
PHO	217	Architectural Photo—Interior	1	4	3

### Portrait Photography

Portrait Photography is designed for the students who wish to specialize in individual and group portraits. Studies and experiences will cover children, families, and social organizations as well as individual portraits. Portrait photographers have the capability of establishing their own studio with the training obtained in this curriculum.

Students desiring the Portrait Photography Option should delete BUS 239, CAT 224, PHO 212, and PHO 226 from the Commercial Photography Program and should add the following courses:

			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
PHO	141	Portrait Photography—Group	1	4	3
PHO	250	Retouching & Oil Coloring	1	4	3

### PHOTO JOURNALISM

Photo Journalism combines photography with writing to prepare the student to work for newspapers, magazines and other business which require the ability to report news or write stories or articles. Students will receive extensive training in writing as well as photography.

BUS 239, CAT 224, PHO 213, PHO 224 and PHO 226 should be deleted from the basic Commercial Photography curriculum and the following courses should be added:

			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
ENG	105	Composition I	5	0	5
ENG	106	Composition II	5	0	5
PHO	219	Photo Journalism—Sports	1	4	3
PHO	229	Photo Journalism—photo story/Essay	1	4	3

## FASHION PHOTOGRAPHY

Students learn skills in photography for advertising, direct mail, catalog and display. Studio and natural light are used to flatter the model and emphasize the lines and quality of the fashion. Experience will be gained in using male, female and child models.

Fashion Photography students should delete PHO 226, CAT 224, and PHO 213 from the Commercial Photography program and should add:

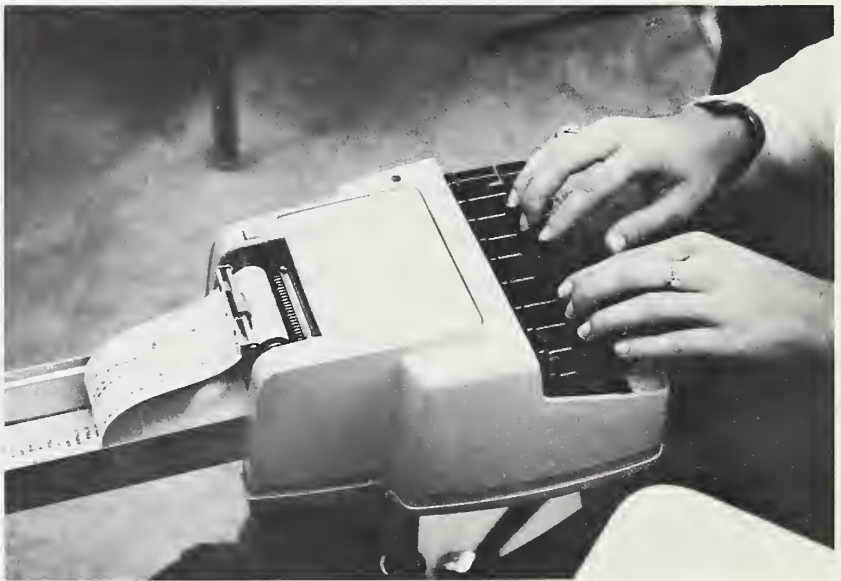
			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
CAT	216	Fashion Presentation	1	4	3
PHO	215	Fashion Photography, Male and Children	1	4	3
CAT	210	Magazine Illustration	2	2	3

## COURT REPORTER

Every court must have a reporter who records all proceedings of every court session. The purpose of the Court Reporter Curriculum is to outline a training program that will provide specialized training in the procedures required by the legal profession and to enable persons to become proficient soon after accepting employment in the legal profession.

The curriculum is designed to offer the students the necessary secretarial skills in typing, machine dictation and transcription using touch shorthand, and terminology.

The graduate of the Court Reporter Curriculum should have a knowledge of legal and medical terminology, skill in dictation and transcription of legal records, letters, and documents. The duties of the court reporter may consist of recording examinations, testimony, opinions, and sentence of court and other proceedings in a court of law. The graduate of the Court Reporter Curriculum should find opportunity for immediate employment, rapid advancement, and a good income.



*Photo By Anson Technical College Photography Department*

## COURT REPORTER

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	110	Office Machines	2	3	3
BUS	126	Touch Shorthand	3	2	4
			<u>15</u>	<u>8</u>	<u>18</u>
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
BUS	127	Touch Shorthand	3	2	4
BUS	193	Basic Medical Terminology	3	0	3
			<u>17</u>	<u>7</u>	<u>20</u>
<b>Spring Quarter</b>					
ENG	203	Business Communications	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	116	Business Law	3	0	3
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	128	Touch Dictation and Transcription	3	2	4
BUS	194	Advanced Medical Terminology	3	0	3
			<u>17</u>	<u>7</u>	<u>20</u>
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	129	Touch Dictation and Transcription	3	2	4
BUS	183	Basic Legal Terminology	3	0	3
BUS	209	Machine Transcription	3	0	3
			<u>14</u>	<u>5</u>	<u>16</u>
<b>Fall Quarter</b>					
ECO	108	Personal Money Management	3	0	3
BUS	213	Personal Development for Secretaries	3	0	3
BUS	184	Advanced Legal Terminology	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
BUS	214	Basic Secretarial Procedures	3	0	3
			<u>15</u>	<u>2</u>	<u>16</u>
<b>Winter Quarter</b>					
BUS	112	Filing	3	0	3
BUS	215	Advanced Secretarial Procedures	3	0	3
BUS	216	Office Simulation	2	3	3
		Elective	3	0	3
		Elective	3	0	3
			<u>14</u>	<u>3</u>	<u>15</u>
Total					105

\*Students demonstrating basic typewriting proficiency will be assigned to BUS 101—Introduction to Business. BUS 102 instructor will make this determination.

## EXECUTIVE SECRETARY

Qualified secretaries are now in great demand in our expanding business world. The purpose of this curriculum is to outline a program that will provide secretarial training required in the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing material, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to the executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.



*Photo by Anne O. Beaver*



## EXECUTIVE SECRETARY

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	106	Shorthand	3	2	4
BUS	110	Office Machines	2	3	3
			<u>15</u>	<u>8</u>	<u>18</u>
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
			<u>14</u>	<u>7</u>	<u>17</u>
<b>Spring Quarter</b>					
ENG	203	Business Communications	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	108	Shorthand	3	2	4
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	213	Personal Development for Secretaries	3	0	3
			<u>14</u>	<u>7</u>	<u>17</u>
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	206	Shorthand Dictation and Transcription	3	2	4
BUS	209	Machine Transcription	3	0	3
			<u>14</u>	<u>5</u>	<u>16</u>
<b>Fall Quarter</b>					
ECO	108	Personal Money Management	3	0	3
BUS	271	Office Management	3	0	3
BUS	207	Shorthand Dictation and Transcription	3	2	4
BUS	214	Basic Secretarial Procedures	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
			<u>15</u>	<u>4</u>	<u>17</u>
<b>Winter Quarter</b>					
BUS	208	Shorthand Dictation and Transcription	3	2	4
BUS	220	Payroll	3	0	3
BUS	215	Payroll Accounting	3	0	3
BUS	216	Advanced Secretarial Procedures	2	3	3
		Office Simulation	3	0	3
		Elective	3	0	3
		Elective	<u>17</u>	<u>5</u>	<u>19</u>
<b>Total</b>					<b>104</b>

\*Students demonstrating basic typewriting proficiency will be assigned to BUS 101—Introduction to Business. BUS 102 instructor will make this determination.

## FUNERAL SERVICE EDUCATION

The attached information has been designed to assist the student, who plans to partially complete the requirements of the first year of the Funeral Service Education curriculum at Anson Technical College.

These course offerings have been arranged through Fayetteville Technical Institute to permit a student to pursue his/her associate degree by attending Anson Technical College, then enroll at Fayetteville Technical Institute for completion. This is possible because the critical funeral service classes are held the last three quarters. Students seeking licensure may live in the areas of the state which are too far from Fayetteville for commuting purposes.

The student who plans to participate in the transfer program at Anson Tech should plan to enter Fayetteville Technical Institute at the summer session in order to obtain the best sequence of course offerings.

The Dean of Students or a Counselor will serve as academic advisors for students who are pursuing courses in Funeral Service Education.

## FUNERAL SERVICE EDUCATION

The Funeral Service Education curriculum is a two-year college level program leading to the Associate in Applied Science Degree. The curriculum is designed to support "The Whole-Man-Total-Funeral-Concept." The student is provided with an opportunity to acquire the knowledge and skills necessary to practice both embalming and funeral directing.

The graduate is qualified to take the National Board Examination which is produced by the Conference of Funeral Service Examining Boards. Licensees may practice funeral service by gaining employment at a funeral home. They may become funeral home owners or salesmen of funeral supplies. The graduate may elect to continue work on a Funeral Service baccalaureate degree at a four-year institution.

Under joint agreement with Fayetteville Technical Institute a student can take the following listed courses at Anson Technical College then transfer to Fayetteville Technical Institute to complete the requirements for the Associate in Applied Science Degree in Funeral Service Education.

			Lec.	Lab	Cr.
ENG	105	English Composition I	5	0	5
ENG	106	English Composition II	5	0	5
ENG	205	World Literature I	5	0	5
ENG	207	Major American Authors	5	0	6
ENG	208	English Literature I	5	0	5
ENG	204	Oral Communications	3	0	3
SPE	101	Speech Fundamentals	5	0	5
BUS	115	Business Law	3	0	3
BUS	116	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	235	Business Management	3	0	3
PSY	101	Introduction to Psychology	5	0	5
SOC	101	Introduction to Sociology	5	0	5
Total			50	2	51



*Photo By Anson Technical College Photography Department*

## GENERAL OFFICE TECHNOLOGY

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and economics.

The graduate of the General Office Technology curriculum may be employed as a clerical assistant, accounting clerk, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.



*Photo by Ernest Douglas*

## GENERAL OFFICE TECHNOLOGY

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	136	Quickhand	3	0	3
BUS	110	Office Machines	2	3	3
			<u>15</u>	<u>6</u>	<u>17</u>
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
BUS	137	Quickhand	3	0	3
			<u>14</u>	<u>5</u>	<u>16</u>
<b>Spring Quarter</b>					
ENG	203	Business Communications	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	138	Quickhand Dictation and Transcription	3	0	3
BUS	213	Personal Development for Secretaries	3	0	3
			<u>14</u>	<u>5</u>	<u>16</u>
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	139	Quickhand Dictation and Transcription	3	0	3
BUS	209	Machine Transcription	3	0	3
			<u>14</u>	<u>3</u>	<u>15</u>
<b>Fall Quarter</b>					
ECO	108	Personal Money Management	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
BUS	214	Basic Secretarial Procedures	3	0	3
BUS	210	Clerical Office Practice	3	0	3
BUS	271	Office Management	3	0	3
		Elective	3	0	3
			<u>18</u>	<u>2</u>	<u>19</u>
<b>Winter Quarter</b>					
BUS	216	Office Simulation	2	3	3
BUS	220	Payroll Accounting	3	0	3
BUS	215	Advanced Secretarial Procedures	3	0	3
BUS	232	Sales Development	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			<u>17</u>	<u>3</u>	<u>18</u>
Total					101

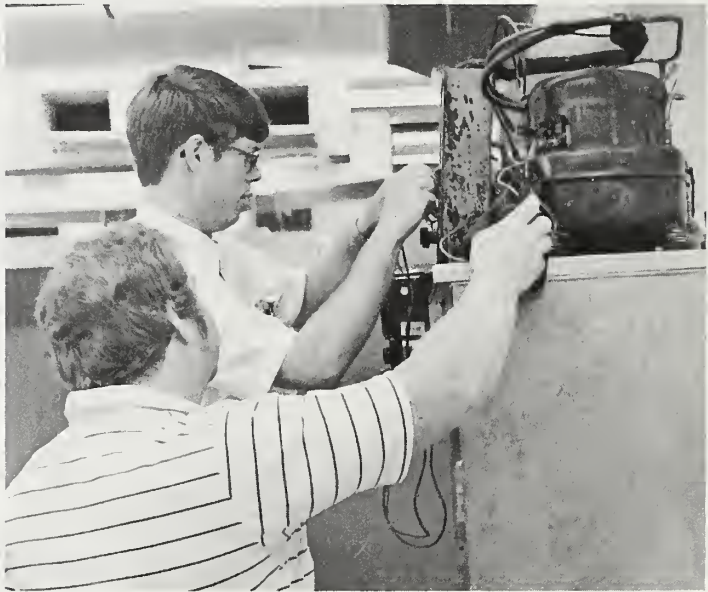
\*Students demonstrating basic typewriting proficiency will be assigned to BUS 101—Introduction to Business. BUS 102 instructor will make this determination.



## HEATING, VENTILATING AND AIR CONDITIONING TECHNOLOGY

Air-conditioning engineers define air conditioning as the process of controlling the temperature, humidity, cleanliness and distribution of air. In practice, this definition of air conditioning has resulted in a three billion dollar a year industry that plays a vital part in our country's daily life. Air conditioning is important for human comfort at work and play—in homes, schools, offices, and shops. It is vital for many manufacturing processes—from plastics and textiles to antibiotics and pudding mix. Air conditioning plays a highly important role in the transportation of people and products. Without air conditioning, computers could not function, jet airplanes couldn't carry passengers and summer heat waves would cause widespread illness. Medicines such as penicillin could not be manufactured. Valuable historic documents would fade and deteriorate. The air-conditioning industry is a young, vital one, with many challenges ahead. More efficient equipment and systems must be developed to condition homes, factories, schools, offices, shopping centers—even whole cities—and, at the same time, save energy. The use of solar and nuclear energy to cool buildings must be explored. Advances in the control of air pollution could someday come from the air-conditioning industry.

The air conditioning and refrigeration technician may be employed in areas of sales, installation, maintenance, production drafting, or systems design. He is involved with equipment for regulating temperature and humidity. He works with control systems, ducts and piping for distribution of air, water, steam, and refrigerants. His duties may be concerned with any or all of these systems and components.



*Photo by Ron Tarlton*

# HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY

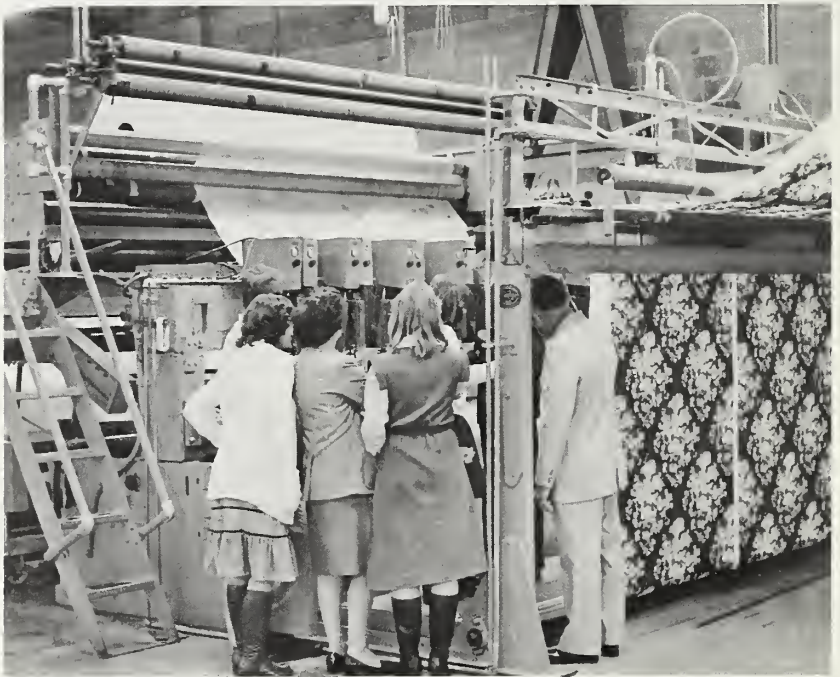
			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AHR	1220	HVAC Electrical Systems	2	6	4
AHR	1221	Refrigeration System	3	9	6
MAT	101	Technical Math	5	0	5
BUS	101	Introduction to Business	3	0	3
			13	15	18
<b>Winter Quarter</b>					
AHR	1222	Domestic & Commercial Refrigeration Installation & Service	3	9	6
AHR	1228	Automatic Controls	2	6	4
PHY	100	Physics: Properties of Matter	3	2	4
DFT	101	Technical Drafting	1	4	3
			9	21	17
<b>Spring Quarter</b>					
AHR	1223	Air Conditioning Systems	3	9	6
AHR	1226	All Year Comfort Systems	2	6	4
PHY	102	Physics: Work, Energy & Power	2	2	3
PSY	206	Applied Psychology	3	0	3
ENG	204	Oral Communications	3	0	3
			13	17	19
<b>Summer Quarter</b>					
AHR	1224	Air Conditioning & Refrigeration Troubleshooting	3	9	6
AHR	1225	Duct Design & Installation	2	6	4
AHR	1230	Forced Air Heating Systems	1	3	2
PHY	103	Physics: Electricity	3	2	4
WLD	1103	Refrigeration Welding	1	3	2
			10	23	18
<b>Fall Quarter</b>					
AHR	2211	Heating Systems	3	6	5
AHR	2212	Residential & Commercial Air Conditioning Systems	3	6	5
AHR	2215	Hydronic Heating Systems	2	3	3
ENG	101	Grammar	3	0	3
			11	15	16
<b>Winter Quarter</b>					
AHR	2213	All Weather Systems Heat Pump	3	6	5
AHR	2214	Residential & Commercial Air Distribution	3	6	5
ENG	102	Composition	3	0	3
BUS	235	Business Management	3	0	3
			12	12	16
Total					100

## INDUSTRIAL MANAGEMENT

Industry's needs in positions of supervision and mid-management have grown extensively with the development of new methods of manufacturing and with the increase in the national economy. This need has added emphasis to the necessity for well-trained individuals that can understand new methods and keep abreast of trends in the economy. The supervisor and person in mid-management must be concerned daily with human behavior and the psychological factors which affect personnel working under their direction. They must also be conscious of the responsibilities of their position toward the total economic well being of the industry.

This course is designed to develop the individual's abilities in the art of communicating with his fellow worker by providing him with training in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to enter into an industrial occupation and, with experience, assume the responsibilities that go with supervisory and mid-management positions in industry.

The supervisor or foreman coordinates the activities of workers in one or more occupations. His duties may encompass the interpreting of company policies to workers, involvement in planning of production schedules and estimating of man hour requirements for job completion, establishment or adjustment of work procedures, analyzes and resolves work problems, and initiates or suggests plans to motivate workers to achieve work goals.



*Photo by Audie Baldi*

## INDUSTRIAL MANAGEMENT

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ECO	201	Economics	5	0	5
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Basic Typewriting	2	3	3
			18	3	19
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	123	Business Finance	3	0	3
BUS	233	Personnel Management	3	0	3
		Elective	3	0	3
			18	2	19
<b>Spring Quarter</b>					
BUS	110	Office Machines	2	3	3
ENG	203	Business Communications	3	0	3
BUS	116	Business Law	3	0	3
BUS	121	Accounting Principles II	3	2	4
BUS	234	Personnel Problems	3	0	3
			14	5	16
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
PSY	206	Applied Psychology (or PSY 101)	3	0	3
BUS	122	Accounting Principles III	3	2	4
BUS	239	Marketing	3	0	3
		Elective	3	0	3
			15	2	16
<b>Fall Quarter</b>					
EDP	104	Introduction to Data Processing	3	2	4
ISC	210	Job Analysis and Evaluation	5	0	5
BUS	225	Cost Accounting	5	0	5
ISC	102	Industrial Safety	3	0	3
		Elective	3	0	3
			16	2	20
<b>Winter Quarter</b>					
ISC	232	Production Planning	5	0	5
PSY	112	Personality Development	3	0	3
BUS	235	Business Management	3	0	3
BUS	248	Business Insurance	3	0	3
BUS	272	Principles of Supervision	3	0	3
		Elective	3	0	3
			20	0	20
Total					110

\*Students demonstrating basic typewriting proficiency will be assigned to BUS 101—Introduction to Business. BUS 102 instructor will make this determination.



## LEGAL SECRETARY

Because of the opening of many legal offices and new city-county office buildings, qualified legal secretaries are now in great demand. The purpose of the Legal Secretary curriculum is to outline a program that will provide specialized training in the procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers offices and state and government offices.



*Photo By Anson Technical College Photography Department*



## LEGAL SECRETARY

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	106	Shorthand	3	2	4
BUS	110	Office Machines	2	3	3
			<u>15</u>	<u>8</u>	<u>18</u>
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	115	Business Law	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
			<u>14</u>	<u>7</u>	<u>17</u>
<b>Spring Quarter</b>					
ENG	203	Business Communications	3	0	3
BUS	108	Shorthand	3	2	4
BUS	116	Business Law	3	0	3
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	104	Expert Typewriting	2	3	3
			<u>14</u>	<u>7</u>	<u>17</u>
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	183	Basic Legal Terminology	3	0	3
BUS	206	Shorthand Dictation and Transcription	3	2	4
BUS	209	Machine Transcription	3	0	3
			<u>14</u>	<u>5</u>	<u>16</u>
<b>Fall Quarter</b>					
ECO	108	Personal Money Management	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
BUS	184	Advanced Legal Terminology	3	0	3
BUS	207	Shorthand Dictation and Transcription	3	2	4
BUS	214	Basic Secretarial Procedures	3	0	3
BUS	213	Personal Development for Secretaries	3	0	3
			<u>18</u>	<u>4</u>	<u>20</u>
<b>Winter Quarter</b>					
BUS	208	Shorthand Dictation and Transcription	3	2	4
BUS	215	Advanced Secretarial Procedures	3	0	3
BUS	216	Office Simulation	2	3	3
BUS	112	Filing	3	0	3
		Elective	3	0	3
			<u>14</u>	<u>5</u>	<u>16</u>
<b>Total</b>					<b>104</b>

\*Students demonstrating basic typewriting proficiency will be assigned to BUS 101—Introduction to Business. BUS 102 instructor will make this determination.

## MARKETING AND RETAILING

Marketing and Retailing is a two-year course of study designed to prepare individuals for positions related to sales, advertising, and retailing.

Opportunities for employment are increasing in the Piedmont area. Individuals will be needed to fill the additional jobs in many marketing related fields. Career opportunities continue to increase in retail, wholesale, and industrial selling. In addition, many trained people are needed to fill marketing positions in the banking, finance, insurance, transportation, communication, advertising, and tourist-related fields.

Students who desire to enter the business world will find this program of great value toward a successful career.



*Photo By Anson Technical College Photography Department*

## MARKETING AND RETAILING

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ECO	201	Economics	5	0	5
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
BUS	243	Advertising	3	0	3
BUS	102	Basic Typewriting	2	3	3
			<u>18</u>	<u>3</u>	<u>19</u>
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	241	Sales Promotion Management	3	0	3
BUS	233	Personnel Management	3	0	3
		Elective	3	0	3
			<u>18</u>	<u>2</u>	<u>19</u>
<b>Spring Quarter</b>					
BUS	110	Office Machines	2	3	3
ENG	230	Business Communication	3	0	3
BUS	245	Retailing	3	0	3
BUS	121	Accounting Principles II	3	2	4
BUS	124	Business Finance	3	0	3
			<u>15</u>	<u>5</u>	<u>16</u>
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
PSY	206	Applied Psychology	3	0	3
BUS	122	Accounting Principles III	3	2	4
BUS	232	Sales Development	3	0	3
BUS	239	Marketing	3	0	3
			<u>15</u>	<u>2</u>	<u>16</u>
<b>Fall Quarter</b>					
EDP	104	Introduction to Data Processing	3	2	4
BUS	240	Marketing Problems	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	116	Business Law	3	0	3
BUS	247	Business Insurance	3	0	3
			<u>15</u>	<u>2</u>	<u>16</u>
<b>Winter Quarter</b>					
PSY	112	Personality Development	3	0	3
BUS	235	Business Management	3	0	3
BUS	123	Business Finance	3	0	3
BUS	248	Business Insurance	3	0	3
BUS	249	Buying and Merchandising	3	0	3
		Elective	3	0	3
			<u>18</u>	<u>0</u>	<u>18</u>
Total					106

\*Students demonstrating basic typewriting proficiency will be assigned to BUS 101—Introduction to Business. BUS 102 instructor will make this determination.

## MEDICAL SECRETARY

In nearly every community there are occupational opportunities for people trained in the functions, operations, and duties performed by those who assist doctors. The purpose of the Medical Secretary curriculum is to outline a program that will provide specialized training in the procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical office.

The curriculum is designed to offer the students the necessary skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the medical secretary curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical reports, letters, and forms. The duties of the medical secretary may consist of: handling telephone calls, making appointments, keeping patients' records, ordering supplies, typing medical reports, and keeping financial records. Opportunities for employment of the graduate exist in a variety of secretarial positions in the medical profession such as in doctors offices, hospitals, and health departments.



*Photo by Audie Baldis*

## MEDICAL SECRETARY

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ENG	101	Grammar (or ENG 105)	3	0	3
MAT	110	Business Mathematics	5	0	5
*BUS	102	Basic Typewriting (or BUS 101)	2	3	3
BUS	106	Shorthand	3	2	4
BUS	110	Office Machines	2	3	3
			<u>15</u>	<u>8</u>	<u>18</u>
<b>Winter Quarter</b>					
ENG	102	Composition (or ENG 106)	3	0	3
BUS	103	Advanced Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	193	Basic Medical Terminology	3	0	3
BUS	118	Basic Secretarial Accounting	3	2	4
			<u>14</u>	<u>7</u>	<u>17</u>
<b>Spring Quarter</b>					
ENG	203	Business Communications	3	0	3
BUS	104	Expert Typewriting	2	3	3
BUS	108	Shorthand	3	2	4
BUS	119	Advanced Secretarial Accounting	3	2	4
BUS	194	Advanced Medical Terminology	3	0	3
			<u>14</u>	<u>7</u>	<u>17</u>
<b>Summer Quarter</b>					
ENG	204	Oral Communications (or SPE 101)	3	0	3
BUS	105	Professional Typewriting	2	3	3
BUS	115	Business Law	3	0	3
BUS	206	Shorthand Dictation and Transcription	3	2	4
BUS	209	Machine Transcription	3	0	3
			<u>14</u>	<u>5</u>	<u>16</u>
<b>Fall Quarter</b>					
ECO	108	Personal Money Management	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
BUS	213	Personal Development for Secretaries	3	0	3
BUS	207	Shorthand Dictation and Transcription	3	2	4
BUS	214	Basic Secretarial Procedures	3	0	3
			<u>15</u>	<u>4</u>	<u>17</u>
<b>Winter Quarter</b>					
BUS	208	Shorthand Dictation and Transcription	3	2	4
BUS	220	Payroll Accounting	3	0	3
BUS	215	Advanced Secretarial Procedures	3	0	3
BUS	216	Office Simulation	2	3	3
BUS	112	Filing	3	0	3
		Elective	3	0	3
			<u>17</u>	<u>5</u>	<u>19</u>
Total					104

\*Students demonstrating basic typewriting proficiency will be assigned to BUS 101—Introduction to Business. BUS 102 instructor will make this determination.



## PRINTING MANAGEMENT

The graphic arts industry is large and varied and provides excellent opportunities for the individual with ability and training. The Printing Management Curriculum is designed to prepare the student for initial employment, usually in the category of trainee or assistant in the management offices. He progresses through earned promotions to work requiring increasing experience and responsibility. The program of instruction includes both classroom and laboratory experience with practical application to the graphic arts industry. In addition, field trips, speakers, and movies enrich the program.

Printing Management Technicians perform many of the planning and supervisory tasks necessary in the printing and allied industries. Depending on the size of the organization, the technician may work directly with management or with skilled craftsmen, or function as a liaison between them. The technician is involved in the handling of customer inquiries and other front office operations such as estimating cost, production, inventories; scheduling; control; and recordkeeping. The graduate may perform functions in ordering printing production supplies; measuring and scaling copies; production capacity and operation of plant machinery; and uses various tables, charts, and devices for calculating time factors and production costs for a variety of printing jobs.



*Photo by Ernest Douglas*

## PRINTING MANAGEMENT

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
PRN	155	Line Offset Camera	2	6	4
PRN	161	Offset Press	2	6	4
ENG	101	Grammar	3	0	3
MAT	101	Technical Mathematics	5	0	5
ART	100	Elements of Art	5	0	5
			<u>17</u>	<u>12</u>	<u>21</u>
<b>Winter Quarter</b>					
CAT	122	Dimensional Design	1	4	3
PRN	156	Halftone Offset Camera	2	6	4
PRN	162	Halftone Presswork	2	6	4
PRN	171	Estimating	3	0	3
DFT	101	Technical Drafting	1	4	3
ENG	102	Composition	3	0	3
			<u>12</u>	<u>20</u>	<u>20</u>
<b>Spring Quarter</b>					
PRN	157	Offset Darkroom Techniques	2	6	4
PRN	163	Color Printing	2	6	4
CAT	201	Typography & Lettering	2	2	3
BUS	102	Typewriting	2	3	3
CAT	204	Advertising Copy	2	2	3
			<u>10</u>	<u>19</u>	<u>17</u>
<b>Summer Quarter</b>					
PRN	158	Darkroom Special Effects	2	6	4
PRN	164	Special Press Operation	2	6	4
BUS	101	Introduction to Business	3	0	3
CAT	205	Mechanical & Air Brush Art	2	2	3
PHO	116	Basic Photography	1	4	3
			<u>10</u>	<u>18</u>	<u>17</u>
<b>Fall Quarter</b>					
ENG	203	Business Communications	3	0	3
BUS	243	Advertising	3	0	3
PRN	210	Printing Organization & Planning	3	2	4
PRN	220	Screen Printing Process	1	4	3
BUS	121	Accounting Principles II or Business Elective	3	2	4
			<u>13</u>	<u>8</u>	<u>17</u>
<b>Winter Quarter</b>					
BUS	233	Personnel Management	3	0	3
BUS	115	Business Law	3	0	3
BUS	120	Accounting Principles I or Business Elective	3	2	4
ENG	204	Oral Communications	3	0	3
PSY	206	Applied Psychology or Social Science Elective	3	0	3
PRN	240	Printing Plant Maintenance	1	4	3
			<u>16</u>	<u>6</u>	<u>19</u>
Total Credit Hours					104

## SOCIAL SERVICES ASSOCIATE

The Social Service Associate Program is designed to prepare people to work with the professional Social Service Worker. The Social Service Associate will be prepared to assist the professional in carrying out the many duties required in our highly complex system of social service and welfare.

Studies include Psychology, Health, Nutrition, Communications, Clerical skills and various courses in the Social Sciences which will give the Associate an understanding of the problems and operations of a Social Service Agency. Each student will be required to work under supervision, in a social service agency as a part of their curriculum.

Employment opportunities include, Social Services, hospitals, schools, nursing homes, correctional institutions and others.



*Photo by Wendell Yates Williamson*

## SOCIAL SERVICES ASSOCIATE CURRICULUM

			Lec.	Lab	Cr.
<b>First Quarter</b>					
ENG	101	Grammar	3	0	3
PSY	101	Introductory Psychology	5	0	5
SOC	201	Introduction to Sociology	5	0	5
BUS	136	Quickhand	3	0	3
			<u>19</u>	<u>0</u>	<u>19</u>
<b>Second Quarter</b>					
PSY	102	Developmental Psychology	5	0	5
ECO	108	Consumer Economics	3	0	3
ENG	102	Composition	3	0	3
BUS	102	Basic Typewriting	2	3	3
BUS	112	Filing	3	0	3
			<u>16</u>	<u>3</u>	<u>17</u>
<b>Third Quarter</b>					
ENG	203	Business Communications	3	0	3
MAT	110	Business Math	5	0	5
SOC	216	Introduction to Social Services	3	0	3
SOC	214	Problems and Issues in Social Services	3	0	3
BUS	103	Advanced Typewriting	3	0	3
			<u>17</u>	<u>0</u>	<u>17</u>
<b>Fourth Quarter</b>					
ECO	109	Consumer Economics	3	0	3
ENG	101	Speech	5	0	5
SOC	211	Marriage and Family	3	0	3
HE	101	Personal Health & Hygiene I	2	0	2
HIST	207	American History	5	0	5
			<u>18</u>	<u>0</u>	<u>18</u>
<b>Fifth Quarter</b>					
POL	202	American National Government	3	0	3
HEA	105	Community Health	3	0	3
SSC	201	Practicum I	0	15	5
		Elective	3	0	3
HE	102	Personal Health & Hygiene II	2	0	2
			<u>11</u>	<u>15</u>	<u>16</u>
<b>Sixth Quarter</b>					
SOC	217	Juvenile Delinquency	3	0	3
SSC	205	American Institutions	3	0	3
SSC	202	Practicum II	1	15	5
		Electives	6	0	6
			<u>12</u>	<u>15</u>	<u>17</u>
Total Credit Hours					104

## TEACHER ASSOCIATE

Teacher Associates are prepared to assist classroom teachers and support services in elementary, junior and senior high schools. In addition, people working with children in day care centers, kindergartens, or who are just interested in being better parents will find this program extremely valuable.

The student will learn basics of the educational process as well as technical subjects which will enable them to assist the professional teacher in their duties.

Subjects included in the program are reading, secretarial skills, psychology, communications and other related courses.

Employment opportunities exist in classrooms, libraries, child centers, social service agencies and many other education-related institutions.



*Photo by Charles Bowman*



## TEACHER ASSOCIATE CURRICULUM

			Lec.	Lab	Cr.
<b>First Quarter</b>					
ENG	105	English Composition I	5	0	5
PSY	101	Introductory Psychology	5	0	5
HEA	105	Family, School and Community	3	0	3
SOC	211	Marriage and Health Family	3	0	3
			<u>16</u>	<u>0</u>	<u>16</u>
<b>Second Quarter</b>					
ENG	106	English Composition II	5	0	5
HIS	207	American History I	5	0	5
EDU	203	Exceptional Child	3	0	3
EDU	204	Parent Education	3	0	3
BUS	102	Basic Typewriting	2	3	3
			<u>18</u>	<u>3</u>	<u>19</u>
<b>Third Quarter</b>					
MUS	230	Introduction to the Appreciation of Music	5	0	5
HIS	208	American History II	5	0	5
EDU	231	Creative Activities	3	0	3
EDU	235	Introduction to Reading Skills and Methods	3	0	3
EDU	227	Educating the Minority Student	3	0	3
			<u>19</u>	<u>0</u>	<u>19</u>
<b>Fourth Quarter</b>					
ART	205	History and Appreciation of Art	5	0	5
GEO	201	Principles of Geography	5	0	5
EDU	236	Teaching of Reading	3	0	3
EDU	234	Audiovisual Instruction	3	0	3
PSY	112	Personality Development	3	0	3
			<u>19</u>	<u>0</u>	<u>19</u>
<b>Fifth Quarter</b>					
PHY	101	Basic Physical Science	4	2	5
ENG	217	Children's Literature	3	0	3
MAT	102	Mathematics for Elementary School Teachers	5	0	5
PSY	113	Observing Child Behavior	3	0	3
		Elective	3	0	3
			<u>19</u>	<u>0</u>	<u>18</u>
<b>Sixth Quarter</b>					
SSC	205	American Institutions	3	0	3
EDU	201	Clinical Experience	0	15	5
		Electives	6	0	6
			<u>9</u>	<u>15</u>	<u>14</u>
† Total Credit Hours					106

## ASSOCIATE DEGREE IN GENERAL EDUCATION

The General Education program is designed for people who wish to broaden their base of knowledge. A better understanding of the world will enable them to more effectively pursue personal goals whether they are in the world of business, education or as a member of society at large.

Students may pursue the Associate Degree in General Education by completing a minimum of 48 quarter credit hours in courses selected from the General Education offerings and an additional 48 quarter hours from either General Education offerings or Business subjects. Programs of study should be determined with the student's Faculty Advisor.

Anson Tech works co-operatively with Pembroke State University and up to 64 quarter hours of the General Education program may be accepted towards the Baccalaureate degree at Pembroke. Students desiring to pursue this program should determine their program of studies with their Faculty Advisor.



*Photo by Ernest Tillmon*

## GENERAL EDUCATION COURSES

			Quarter Hours Credit
<b>Economics</b>		<b>Course Title</b>	
ECO	201	Principles of Economics I (Micro)	5
ECO	202	Principles of Economics II (Macro)	5
<b>English and Literature</b>			
ENG	105	Composition I	5
ENG	106	Composition II	5
ENG	205	World Literature I	5
ENG	207	Major American Authors	5
<b>Fine Arts</b>			
SPE	101	Speech Fundamentals	5
ART	205	History and Appreciation	5
MUS	230	Introduction to the Appreciation of Music	5
MUS	100	Chorus	1
<b>Health and Physical Education</b>			
PE	101	General Physical Education	2
HE	101	Personal Health and Hygiene	2
PE	215	Individual Sports	2
<b>Mathematics &amp; Science</b>			
MAT	102	Math for Elementary School Teachers	5
MAT	105	Introduction to College Math	5
MAT	107	College Algebra	5
PHY	101	Basic Physical Science	5
BIO	101	General Biology I	5
BIO	102	General Biology II	5
GEO	201	World Geography	5
MAT	108	Trigonometry	5
MAT	109	Precalculus	5
<b>Psychology</b>			
PSY	101	Introductory Psychology	5
PSY	102	Educational Development Psychology	5
<b>Social Science</b>			
HIST	207	American History I	5
HIST	208	American History II	5
SOC	201	Introduction to Sociology	5
POL	202	American National Government	5
<b>Foreign Language</b>			
SPA	101	Beginning Spanish	5
SPA	102	Intermediate Spanish	5

## DIPLOMA PROGRAMS

A diploma is awarded upon the completion of one of the following programs of study:

- Agriculture Science and Mechanization (co-op)
- Auto Body Repair
- Automotive Mechanics
- Brick Masonry
- Commercial Carpentry
- Diesel Mechanics
- Electrical Installation
- Heating Ventilating &  
Air Conditioning
- Licensed Practical Nursing
- Printing
- Sewing Machine Mechanic
- Welding Specialist

The major aims of the programs leading to a diploma are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

Vocational programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.

## AGRICULTURE SCIENCE AND MECHANIZATION (co-op)

This curriculum is designed to develop the basic skills needed to successfully operate and manage an agricultural program involving commercial crops, poultry and livestock. Emphasis is placed upon mechanization as well as managerial skills. Technical specialty courses are offered throughout the curriculum to enable students to develop the specific skills related to an actual farming situation.

There is increasingly a need for trained personnel in the areas of Agricultural Science and Mechanization. Sophisticated farming methods and increased capital requirements are increasing the need for greater efficiency in farm management and production. Graduates of Agricultural Science and Mechanization should be able to function effectively in farm operation and management. They will have specific skills in the following areas: Building Construction and Repair, which includes: Carpentry, Masonry, Electrical Wiring, Plumbing, and Welding; Agronomy, Animal Science, Marketing, and Mechanization.



*Photo by Charles Schelles*



## AGRICULTURE SCIENCE AND MECHANIZATION (co-op)

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AGR	109	Soil Science	2	1	2
AGR	111	Feed Grains	3	0	3
AGR	124	Farm Tractors	1	3	2
			<u>6</u>	<u>4</u>	<u>7</u>
<b>Winter Quarter</b>					
AGR	102	Farm Business Management	3	0	3
AGR	106	Forest Management	2	0	2
AGR	122	Farm Equipment Maintenance	0	3	1
AGR	140	Vegetable Production	2	0	2
			<u>7</u>	<u>3</u>	<u>8</u>
<b>Spring Quarter</b>					
AGR	127	Gas Welding	1	3	2
AGR	143	New Sources of Farm Income	2	0	2
AGR	148	Farm Records and Credit	2	2	3
			<u>5</u>	<u>5</u>	<u>7</u>
<b>Summer Quarter</b>					
AGR	105	Pasture and Forage Crops Falls	2	0	2
AGR	125	Farm Power Trans & Hydraulics	1	3	2
AGR	128	Electric Welding	1	3	2
			<u>4</u>	<u>6</u>	<u>6</u>
<b>Fall Quarter</b>					
AGR	108	Beef Cattle Production	2	0	2
AGR	113	Farm Marketing	2	0	2
AGR	155	Plant Diseases	4	0	4
AGR	183	Poultry and Egg Production	2	0	2
			<u>10</u>	<u>0</u>	<u>10</u>
<b>Winter Quarter</b>					
AGR	107	Cotton Production	3	0	3
AGR	139	Lime and Fertilizers	3	0	3
AGR	159	Soil Management	3	1	3
			<u>9</u>	<u>1</u>	<u>9</u>
<b>Spring Quarter</b>					
AGR	110	Crop Production	3	0	3
AGR	121	Weed Identification and Control	2	1	2
AGR	123	Ornamental Horticulture	3	1	3
			<u>8</u>	<u>2</u>	<u>8</u>
<b>Summer Quarter</b>					
AGR	114	Electricity	2	2	3
AGR	117	Animal Nutrition	3	0	3
AGR	135	Agriculture Law	3	0	3
			<u>8</u>	<u>2</u>	<u>9</u>

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AGR	112	Small Engines	1	3	2
AGR	126	Orchard Management	3	0	3
AGR	142	Agriculture Finance	3	0	3
			<u>7</u>	<u>3</u>	<u>8</u>
<b>Winter Quarter</b>					
AGR	104	Swine Production	3	0	3
AGR	116	General Carpentry	1	3	2
AGR	141	Surveying	1	2	2
			<u>5</u>	<u>5</u>	<u>7</u>
<b>Spring Quarter</b>					
AGR	130	Farm Chemicals	2	2	3
AGR	131	Soybeans Production	2	0	2
AGR	133	Farm Water System	2	2	2
			<u>6</u>	<u>4</u>	<u>8</u>
<b>Summer Quarter</b>					
AGR	103	Insect Control Practices	4	0	4
AGR	134	Tobacco Production	2	0	2
AGR	138	Farm Records and Taxes	2	2	3
			<u>8</u>	<u>2</u>	<u>9</u>

The following additional subjects must be taken to complete the requirements for the Associate of Applied Science Degree.

ENG	101	Grammar	3	0	3
ENG	102	Composition	3	0	3
ENG	103	Report Writing	3	0	3
ENG	204	Oral Communication	3	0	3
ENG	203	Business Communication	3	0	3
MAT	110	Business Mathematics	3	0	3
PSY	206	Applied Psychology	3	0	3
ECO	108	Economics	3	0	3
		Social Science Elective	3	0	3
			<u>27</u>	<u>0</u>	<u>27</u>

#### Advanced Options

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AGR	202	Commercial Poultry Production	2	3	3
AGR	203	Poultry Nutrition and Diseases	2	3	3
<b>Winter Quarter</b>					
AGR	210	Pork Production	2	3	3
AGR	211	Swine Rations and Health	2	3	3
<b>Spring Quarter</b>					
AGR	220	Pork Production Management	2	3	3
AGR	221	Production Systems	2	3	3

## AUTO BODY REPAIR

This program is designed to prepare the student who will be employed to repair or replace parts of the automobile body and chassis. In large shops, repairmen are generally assigned the special phases of the work. However, in the small shops, one person may be required to do satisfactory work on several jobs, ranging from complete body rebuilding to glass removal and replacement. Since there is so much diversity in the requirements, the good repairman should have a broad training background.

The Auto Body Repairman is employed in nearly every community. Earnings depend upon the worker's skill and efficiency, since he is generally paid on a commission basis. Well trained and experienced workers may fill better paying positions as shop foremen, insurance claims adjustors, or may go into business for themselves.



*Photo By Anson Technical College Photography Department*

## AUTO BODY REPAIR

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AUT	1311	Auto Body Welding	2	6	4
AUT	1312	Body Panel & Fender Repair (or HAT 101)	3	9	6
MAT	1101	Arithmetic & Measurements	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
AHR	1201	Auto Air Conditioning	1	3	2
			<u>13</u>	<u>18</u>	<u>19</u>
<b>Winter Quarter</b>					
AUT	1313	Body Panel & Fender Replacement	3	9	6
AUT	1314	Metal Finishing	2	6	4
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading, Sketching (or DFT 101)	1	3	2
			<u>12</u>	<u>18</u>	<u>18</u>
<b>Spring Quarter</b>					
AUT	1315	Metallic Fillers	3	9	6
AUT	1316	Painting—Panel	2	6	4
PSY	1101	Human Relations (or PSY 206)	3	0	3
PHY	1101	Applied Science I (or PHY 100)	2	2	3
			<u>10</u>	<u>17</u>	<u>16</u>
<b>Summer Quarter</b>					
AUT	1318	Painting—Overall	3	9	6
AUT	1319	Trim & Glass	2	6	4
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
PHY	1102	Applied Science II (or PHY 102)	2	2	3
AUT	1317	Frame Straightening and Alignment	2	6	4
			<u>12</u>	<u>23</u>	<u>20</u>

## AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practices.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in the particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-around knowledge of automotive repair and may occasionally be called upon to do other types of work. Advanced course is offered for specialization 5th and 6th quarter.





## AUTOMOTIVE MECHANICS

			Lec.	Lab	Cr.
<b>First Quarter</b>					
AUT	1201	Internal Combustion Engine	3	9	6
AUT	1202	Engine Servicing	2	6	4
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
AHR	1201	Auto Air Conditioning	1	3	2
			<u>13</u>	<u>18</u>	<u>19</u>
<b>Second Quarter</b>					
AUT	1203	Auto Electrical Systems	3	9	6
AUT	1204	Auto Fuel Systems	2	6	4
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	1	3	2
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
			<u>12</u>	<u>18</u>	<u>18</u>
<b>Third Quarter</b>					
AUT	1221	Auto Braking Systems	2	6	4
AUT	1223	Auto Chassis	3	9	6
PHY	1101	Applied Science I (or PHY 100)	2	2	3
PSY	1101	Human Relations (or PSY 206)	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
			<u>10</u>	<u>20</u>	<u>17</u>
<b>Fourth Quarter</b>					
AUT	1224	Auto Power Trains	3	9	6
AUT	1225	Auto Diagnosis	2	6	4
WLD	1102	Basic Arc Welding	0	3	1
PHY	1102	Applied Science II (or PHY 102)	2	2	3
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
			<u>10</u>	<u>20</u>	<u>17</u>

## ADVANCED OPTIONS

<b>Fifth Quarter</b>					
AUT	1226	Advanced Electrical Systems	3	9	6
AUT	1227	Advanced Fuel Systems	3	9	6
General Education or Business Electives			—	—	6
<b>Sixth Quarter</b>					
AUT	1228	Advanced Automatic Transmission	3	9	6
AUT	1229	Advanced Transmission Servicing	3	9	6
General Education or Business Electives			—	—	6
<b>Electives:</b>					
AUT	1230	Advanced Auto Shop Service	3	9	6
AUT	1231	Diagnostic Tune Up	3	9	6

## BRICK MASONRY

This curriculum is designed to give the students knowledge of the fundamentals of masonry. Emphasis in the shop is placed on fundamental skills using the trowel, level line jointers, and masonry saw.

Shop projects include building corners, fireplaces, chimneys, all types of bonds, and ornamental work.

Students take related courses in mathematics, English, and blueprint reading. Latest developments in the masonry field, and related plumbing, heating, electrical, and carpentry are included in the classroom part of the masonry courses.

Upon completion of the requirements listed below, the student should be a qualified apprentice brick mason with an opportunity to advance rapidly in the masonry field.

With the tremendous growth of industries and the volume of masonry being used for building, employment is no problem. Opportunities are found with private builders, general contractors, or one's own business after several years' experience.



*Photo By Anson Technical College Photography Department*

## BRICK MASONRY

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
MAS	1204	Foundations	2	6	4
MAS	1205	Wall Construction	3	9	6
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			12	15	17
<b>Winter Quarter</b>					
MAS	1206	Blocklaying	2	6	4
MAS	1207	Chimney Construction	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills (or ENG 102)	3	0	3
DFT	1204	Blueprint Reading & Sketching	<u>1</u>	<u>3</u>	<u>2</u>
		(or DFT 101)	12	18	18
<b>Spring Quarter</b>					
MAS	1208	Brick Veneers	3	9	6
MAS	1210	Ornamental Masonry	2	6	4
PHY	1101	Applied Science I (or PHY 100)	2	2	3
PSY	1101	Human Relations (or PSY 206)	3	0	3
BUS	1103	Small Business Operations (or BUS 101)	<u>3</u>	<u>0</u>	<u>3</u>
			12	15	17

## COMMERCIAL CARPENTRY

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood and wall-board, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter, and finish carpenter.



*Photo by Beverly Kendall*

## COMMERCIAL CARPENTER

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
CAR	1201	Framing	3	9	6
CAR	1202	Roofing	2	6	4
MATH	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			12	15	17
<b>Winter Quarter</b>					
CAR	1203	Interior Wall Finish	2	6	4
CAR	1204	Interior Trim	3	9	6
MATH	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills (or ENG 102)	3	0	3
DFT	1204	Blueprint Reading & Sketching	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
<b>Spring Quarter</b>					
CAR	1205	Forming	2	6	4
CAR	1206	Exterior Finish	3	9	6
CAR	1207	Plumbing & Wiring	1	3	2
PSY	1101	Human Relations (or PSY 206)	3	0	3
PHY	1101	Applied Science I (or PHY 100)	<u>2</u>	<u>2</u>	<u>3</u>
			11	23	19
<b>Summer Quarter</b>					
CAR	1208	Cabinet Making	3	9	6
CAR	1209	Truss and Prefabrication	2	6	4
BUS	1103	Small Business Operations (or BUS 101)	<u>2</u>	<u>2</u>	<u>3</u>
PHY	1102	Applied Science II (or PHY 102)	10	17	16
Total Credit Hours					70

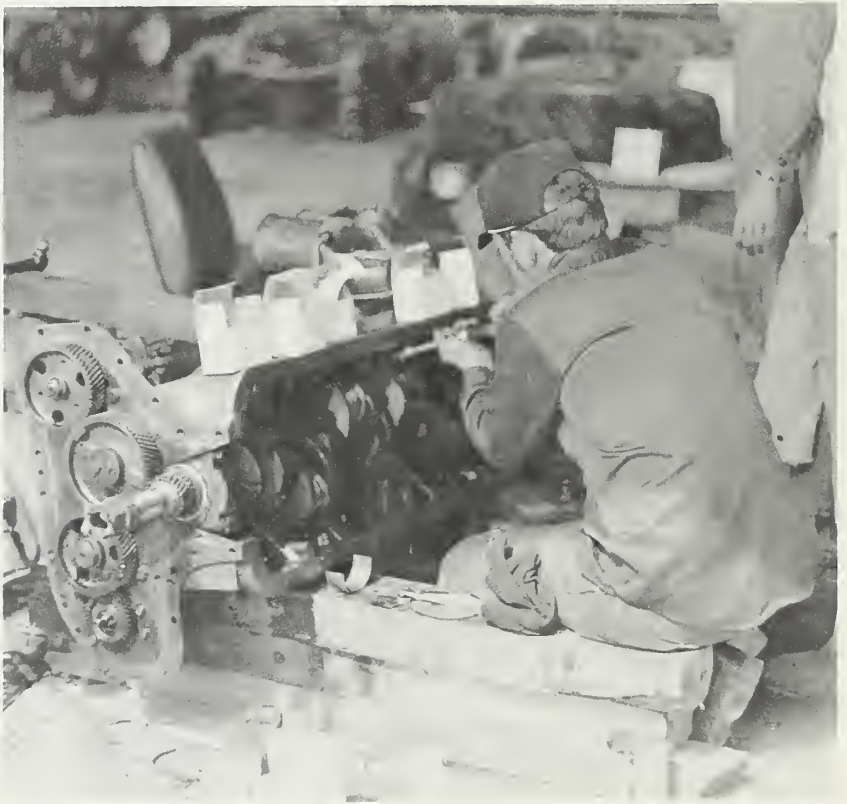


## DIESEL MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust diesel powered equipment. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern internal combustion engine, chassis and suspensions, and power trains come in class assignments, discussion, and shop practice.

Diesel vehicle mechanics maintain and repair engines, chassis and suspension, and power trains used to power farm equipment, construction equipment, buses, and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel power equipment.

Advance course work is offered for specialization 5th and 6th quarter.



*Photo By Anson Technical College Photography Department*

## DIESEL MECHANICS

			Lec.	Lab	Cr.
<b>First Quarter</b>					
AUT	1201	Internal Combustion Engines	3	9	6
AUT	1202	Engine Servicing	2	6	4
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
AHR	1201	Auto Air Conditioning	1	3	2
			<u>13</u>	<u>18</u>	<u>18</u>
<b>Second Quarter</b>					
AUT	1203	Engine Electrical Systems	3	9	6
AUT	1204	Engine Fuel Systems	2	6	4
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	1	3	2
			<u>12</u>	<u>18</u>	<u>18</u>
<b>Third Quarter</b>					
AUT	1221	Auto Braking Systems	2	6	4
AUT	1223	Auto Chassis	3	9	6
PSY	1101	Human Relations (or PSY 206)	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
PHY	1101	Applied Science I (or PHY 100)	2	2	3
			<u>10</u>	<u>20</u>	<u>17</u>
<b>Fourth Quarter</b>					
AUT	1205	Diesel Engine Diagnosis	2	6	4
AUT	1244	Power Trains	3	9	6
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
WLD	1102	Basic Arc Welding	0	3	1
PHY	1102	Applied Science II (or PHY 102)	2	2	3
			<u>10</u>	<u>20</u>	<u>17</u>

## ADVANCED OPTIONS

<b>Fifth Quarter</b>					
AUT	1226	Advanced Electrical Systems	3	9	6
AUT	1227	Advanced Fuel Systems	3	9	6
General Education or Business Electives					<u>6</u>
					18
<b>Sixth Quarter</b>					
AUT	1228	Advanced Automatic Transmission	3	9	6
AUT	1229	Advanced Transmission Servicing	3	9	6
General Education or Business Electives					<u>6</u>
					18
<b>Electives:</b>					
AUT	1230	Advanced Auto Shop Service	3	9	6
AUT	1231	Diagnostic Tune-Up	3	9	<u>6</u>
					12

## ELECTRICAL INSTALLATION

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. Between 5,000 and 10,000 additional tradesmen are required each year. It is expected that the total requirements for electrical tradesmen will increase tremendously during the next decade.

This curriculum will provide training in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.



*Photo By Anson Technical College Photography Department*

## ELECTRICAL INSTALLATION

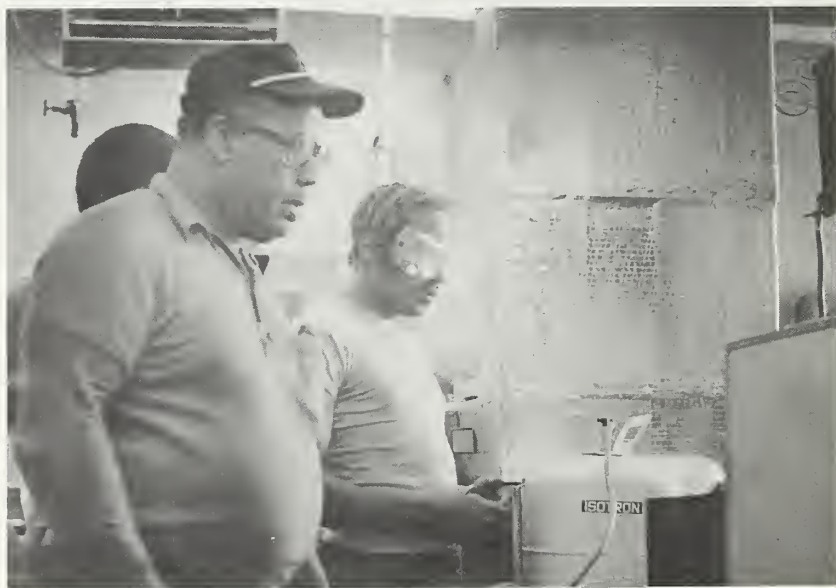
			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ELC	1214	Direct Current	2	6	4
ELC	1215	Alternating Current	3	9	6
MAT	1101	Arithmetic & Measurement (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
			<u>13</u>	<u>15</u>	<u>17</u>
<b>Winter Quarter</b>					
ELC	1216	DC Machines & Controls	2	6	4
ELC	1217	AC Machines & Controls	3	9	6
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching	1	3	3
		(or DFT 101)	<u>12</u>	<u>18</u>	<u>18</u>
<b>Spring Quarter</b>					
ELC	1220	Electrical Code—Residential	5	2	5
ELC	1224	Residential Wiring	3	9	6
ELC	1225	Residential Wiring Layout	2	6	4
PHY	1101	Applied Science I (or PHY 100)	2	2	3
PSY	1101	Human Relations (or PSY 206)	<u>3</u>	<u>0</u>	<u>3</u>
			15	19	21
<b>Summer Quarter</b>					
ELC	1219	Industrial Electrical Wiring	2	6	4
ELC	1221	Electrical Code—Commercial	5	0	5
ELC	1226	Commercial & Industrial Wiring	3	9	6
PHY	1102	Applied Science II (or PHY 102)	2	2	3
BUS	1103	Small Business Operations (or BUS 101)	<u>3</u>	<u>0</u>	<u>3</u>
			15	17	21

## HEATING, VENTILATING AND AIR CONDITIONING

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great up-swing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principal objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation, and in growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and vacuum gauges and adjusts controls to insure proper operation. Advanced course work is offered for specialization 5th and 6th quarter.



*Photo By Anson Technical College Photography Department*



## HEATING, VENTILATING AND AIR CONDITIONING

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AHR	1220	Refrigeration Electrical Systems	2	6	4
AHR	1221	Refrigeration Systems	3	9	6
MAT	1101	Arithmetic & Measurement (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			12	15	17
<b>Winter Quarter</b>					
AHR	1222	Domestic & Commercial Refrigeration Installation & Service	3	9	6
AHR	1228	Automatic Controls	2	6	4
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
<b>Spring Quarter</b>					
AHR	1223	Air Conditioning Systems	3	9	6
AHR	1226	All Year Comfort Systems	2	9	4
WLD	1103	Refrigeration Welding	1	3	2
PHY	1101	Applied Science I (or PHY 100)	2	2	3
PSY	1101	Human Relations (or PSY 206)	<u>3</u>	<u>0</u>	<u>3</u>
			11	23	18
<b>Summer Quarter</b>					
AHR	1224	Air Conditioning Troubleshooting	3	9	6
AHR	1225	Duct Design & Installation	2	6	4
AHR	1230	Force Air Heating Systems	1	3	2
AHR	2212	Residential & Commercial Air Conditioning Systems	3	6	5
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
PHY	1102	Applied Science II (or PHY 102)	<u>2</u>	<u>2</u>	<u>3</u>
			12	29	22
<b>Fall Quarter</b>					
AHR	2211	Heating Systems	3	6	5
AHR	2212	Residential & Commercial Air Conditioning Systems	3	6	5
General Education or Business Electives—5 hours					
<b>Winter Quarter</b>					
AHR	2213	All Weather Systems Heat Pump	3	6	5
AHR	2214	Residential and Commercial Air Distribution	3	6	5
General Education or Business Electives—5 hours					

## LICENSED PRACTICAL NURSING

The Practical Nurse Education Program prepares a person for an occupation of challenge, excitement, and reward. The practical nurse participates in various areas of health care—each providing new and different experiences. She is prepared for unlimited opportunities—hospitals, nursing homes, clinics, private duty nursing, etc. In all of these areas the Licensed Practical Nurse functions under direct supervision of a registered nurse or licensed physician.

During the one-year period of training, students take courses in basic nursing and related subjects at the College. They also receive a wide range of guided nursing experience in the hospital setting provided by affiliation with Union Memorial Hospital, Monroe, N.C., Anson County Hospital, Wadesboro, N.C. as well as Winchester Day Care Center, Monroe, N.C., Anson and Union County Health Department, Pediatricians' office in Monroe, N.C., and The Trainable Mentally Handicapped Class at Marshville Elementary School.

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examination given by the North Carolina State Board of Nursing. This examination is given twice each year, usually in April and October. A passing score entitles the individual to receive a license and to use the legal title of "Licensed Practical Nurse."

There will always be people in need, therefore practical nurses will be needed!



*Photo by Audie Baldi*

## LICENSED PRACTICAL NURSING

			Lec.	Lab	Cr.
<b>First Quarter</b>					
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	3	0	3
NUR	1101	Basic Science	5	4	6
NUR	1102	Orientation to Vocational Relationships	2	0	2
NUR	1103	Introduction to Patient Care	6	6	8
			<u>18</u>	<u>10</u>	<u>21</u>
<b>Second Quarter</b>					
NUR	1104	Basic Principles of Drug Administration	3	0	3
NUR	1105	Medical-Surgical Nursing I	4	0	4
NUR	1106	Obstetrics	4	0	4
NUR	1112	Clinical Experiences: Medical-Surgical or Obstetrics	0	24	8
			<u>11</u>	<u>24</u>	<u>19</u>
<b>Third Quarter</b>					
NUR	1107	Pediatrics	4	0	4
NUR	1108	Medical-Surgical Nursing II	9	0	9
NUR	1113	Clinical Experiences: Medical-Surgical or Pediatrics	0	24	8
			<u>13</u>	<u>24</u>	<u>21</u>
<b>Fourth Quarter</b>					
NUR	1110	Vocational Relationships	2	0	2
NUR	1111	Medical-Surgical Nursing III	10	0	10
NUR	1114	Clinical Experiences: Medical-Surgical or Geriatrics	0	24	8
			<u>12</u>	<u>24</u>	<u>20</u>

## PRINTING

Graphic arts is a term used to describe the process by which man has recorded his thoughts, deeds, emotions, and progress in becoming civilized. The graphic arts industry ranks in the top ten of America's leading industries and employs more than 850,000 men and women. A printer can be a scholar, an artist, a business man, or a craftsman. There are over 65 different and distinct occupations in the graphic arts industry, each of which has its own opportunity and reward.

This curriculum is designed to give students experiences in a cluster of activities representing basic areas of the graphic arts industry. The range of experience is sufficient to enable students to comprehend a variety of graphic arts processes and to develop basic skills enabling them to perform these processes.

There is a high degree of specialization in many areas of the graphic arts. However, the person seeking employment in the small commercial establishments must be more versatile in salable skills. He should be able to pull proofs, mark copy, and make corrections. He is competent in setting up and operating the smaller types of printing presses in the area of lithographic printing. Today's printer understands the photomechanical process and is able to make simple line negatives. He is equally capable of operating such bindery equipment as: the power paper cutter, the paper drill, and the folding machine.

Upon completion of diploma requirements, the student may choose the option of continuing his studies within the Commercial Art program and upon its completion, receive an Associate of Applied Science Degree.

Under normal circumstances, this work should amount to three additional quarters. This, in addition to the time spent in the Printing Program, should average to be approximately seven (7) quarters.

It is the student's responsibility to declare such intentions and to confer with his advisor about his intentions to continue in Commercial Art.



*Photo by Jane Collins*

## PRINTING

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
PRN	155	Line Offset Camera	2	6	4
PRN	161	Offset Press	2	6	4
ENG	101	Grammar	3	0	3
MATH	101	Technical Mathematics	5	0	5
ART	100	Elements of Art	5	0	5
			<hr/> 17	<hr/> 12	<hr/> 21
<b>Winter Quarter</b>					
CAT	122	Dimensional	1	4	3
PRN	156	Halftone Offset Camera	2	6	4
PRN	162	Halftone Presswork	2	6	4
PRN	171	Estimating	3	0	3
DFT	101	Technical Drafting	1	4	3
ENG	102	Composition	3	0	3
			<hr/> 12	<hr/> 20	<hr/> 20
<b>Spring Quarter</b>					
PRN	157	Offset Darkroom Techniques	2	6	4
PRN	163	Color Printing	2	6	4
CAT	201	Typography & Lettering	2	2	3
BUS	102	Typewriting	2	3	3
CAT	204	Advertising Copy	2	2	3
			<hr/> 10	<hr/> 19	<hr/> 17
<b>Summer Quarter</b>					
PRN	158	Darkroom Special Effects	2	6	4
PRN	164	Special Press Operation	2	6	4
BUS	101	Introduction to Business	3	0	3
CAT	215	Mechanical Layout	1	4	3
PHO	116	Basic Photography	1	4	3
			<hr/> 9	<hr/> 20	<hr/> 17



## SEWING MACHINE MECHANICS

Nearly every textile operation employs Sewing Machine Mechanics. The Sewing Machine Mechanic program provides specialized training on many various industrial sewing machines. Instruction is given in various methods of installation, adjustment, overhaul and repair of these machines. The Stitch Class 300 Lockstitch Machine, Bartack, Button Sew and Button Hole Machine, Class 400 Chain Stitch Machine, Class 500 Overedge Machine, Class 600 Flat Seam Stitch Machine are typical of machines used for training.

The person who enjoys working with his hands and a highly developed skill will find Sewing Machine Mechanics a rewarding and profitable field. His earnings will be limited only by his skill and efficiency.



*Photo by Charles Bowman*

## SEWING MACHINE MECHANIC

			Lec.	Lab	Cr.
<b>First Quarter</b>					
TEX	1201	Lockstitch Machines—Stitch Class 300	1	4	2
TEX	1202	Zig Zag Machines	1	4	2
TEX	1203	Button Sew & Bar Tack Machines	1	4	2
TEX	1204	Buttonhole Machines	1	4	2
MAT	1101	Arithmetic & Measurements	5	0	5
MAT	1102	Science of Magnetism, Mechanics and Electricity	2	2	3
			<u>11</u>	<u>18</u>	<u>16</u>
<b>Second Quarter</b>					
TEX	1211	Chain Stitch Machines—Stitch Class 400	1	4	2
TEX	1212	Overedge Machines—Stitch Class 500	1	4	2
TEX	1213	Flat Seam Stitch Machines—Stitch Class 600	1	4	2
TEX	1214	Folders, Gauges, and Attachments	1	4	2
TEX	1215	Applied Electronics	2	2	3
PHY	1216	Motor Maintenance and Repair	2	4	3
			<u>8</u>	<u>22</u>	<u>14</u>

## WELDING SPECIALIST

A welder can command a well paid job in a large number of industries. His work is crucial in making new structures, new parts and manufacturing; he is needed to maintain and repair existing equipment. Automotive, aircraft, household appliances, bridges, buildings, storage tanks and heavy road building equipment are only a few of the crafts demanding the welder's skill.

Great as welding opportunities are now, they are confidently expected to increase in the next ten years because of the greater use of metal and metal products. New techniques require more welding for structures that were once riveted and are now being welded, and some machine parts that used to be cast are now being welded instead.

Anson Technical College's program in Welding Specialist will give the student the thorough preparation he needs to develop into the skilled worker that is in great demand by industry. As a skilled all around welder, he will be able to plan and lay out work for drawings, blueprints, and written specifications. He will have a sound knowledge of the different types of metal and the best way to weld them.

The graduate that has good eye and hand coordination and who enjoys using his highly developed skill will find welding a rewarding and profitable field.



*Photo by Ernest Douglas*

## WELDING SPECIALIST

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
WLD	1220	Oxyacetylene Welding & Cutting	3	9	6
WLD	1221	Oxyacetylene Welding & Pipe	2	6	4
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
WLD	1228	Testing & Inspection	1	3	2
			<u>13</u>	<u>18</u>	<u>19</u>
<b>Winter Quarter</b>					
WLD	1223	Shielded Metal Arc Welding I	2	6	4
WLD	1224	Shielded Metal Arc Welding II	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills (or ENG 102)	3	0	3
DFT	1204	Blueprint Reading & Sketching	1	3	2
			<u>12</u>	<u>18</u>	<u>18</u>
<b>Spring Quarter</b>					
WLD	1226	Shielded Metal Arc & Pipe I	2	6	4
WLD	1227	Shielded Metal Arc & Pipe II	3	9	6
PSY	1101	Human Relations (or PSY 206)	3	0	3
PHY	1101	Applied Science I (or PHY 100)	2	2	3
			<u>10</u>	<u>17</u>	<u>16</u>
<b>Summer Quarter</b>					
WLD	1230	Advanced Welding Processes I	2	6	4
WLD	1231	Advanced Welding Process II	3	9	6
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
PHY	1102	Applied Science II (or PHY 102)	2	2	3
			<u>10</u>	<u>17</u>	<u>16</u>

# COURSE DESCRIPTIONS

## AGRICULTURE

			Lec.	Lab	Cr.
<b>AGR</b>	<b>102</b>	<b>Farm Business Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost production procedure. Data will be analyzed to select the level of production that yields the highest net revenue. Relationships between size, efficiency and gross farm income and net farm income will be stressed.					
<b>AGR</b>	<b>103</b>	<b>Insect Control Practices</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course involves the study of insect, thin impact on the environment as it relates to agriculture and the various means of dealing with insect pest. Various control practices will be discussed and demonstrated with natural and chemical control pacter being revised as to this safety effectiveness and environmental impact.					
<b>AGR</b>	<b>104</b>	<b>Swine Production</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the scientific methods of selecting, breeding, feeding, and management of swine. Special attention will be given to housing and marketing.					
<b>AGR</b>	<b>105</b>	<b>Pasture and Forage Crops</b>	<b>2</b>	<b>0</b>	<b>2</b>
A study of the major grasses and legumes of importance in North Carolina. Production process, land preparation, pasture utilization, forage harvesting will be covered. Attention to soil types, land care, fertilization as related to forages will be emphasized.					
<b>AGR</b>	<b>106</b>	<b>Forest Management</b>	<b>2</b>	<b>0</b>	<b>2</b>
A course dealing with fundamentals of forestry and farm forestry problems; including planting, thinning, harvesting, and marketing. Personal work experience coupled with lectures and field observations will be utilized to enforce the impact of forestry in North Carolina.					
<b>AGR</b>	<b>107</b>	<b>Cotton Production</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of economics and methods of cotton production.					
<b>AGR</b>	<b>108</b>	<b>Beef Cattle Production</b>	<b>2</b>	<b>0</b>	<b>2</b>
A study of the principles of selecting, breeding, care and management of beef cattle.					
<b>AGR</b>	<b>109</b>	<b>Soil Science</b>	<b>2</b>	<b>1</b>	<b>2</b>
The development, classification, evaluation and management of soils; care, cultivation and conservation of soil fertilization.					
<b>AGR</b>	<b>110</b>	<b>Crop Production</b>	<b>3</b>	<b>0</b>	<b>3</b>
Development of the crop producing and marketing principles. Identification and methods of production and marketing of principal crops.					
<b>AGR</b>	<b>111</b>	<b>Feed Grains</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course outlines the production and utilization of major feed grain. The major crops studied will be corn, wheat, oats, barley and grain sorghum, the specialized aspects of producing each grain will be explored. Feeding value, economic importance, feed utilization will be compared with each of the major grains as well as those of minor use. Varieties, soils, fertilization, cultivation, harvesting and utilization are included.					
<b>AGR</b>	<b>112</b>	<b>Small Engines</b>	<b>1</b>	<b>3</b>	<b>2</b>
This course is designed to give the student mechanical knowledge in order to adjust, maintain and repair small gasoline engines.					
<b>AGR</b>	<b>113</b>	<b>Farm Marketing</b>	<b>2</b>	<b>0</b>	<b>2</b>
A review of marketing structure and the relationship of local terminal, wholesale, retail and foreign markets. Discussion of procedures of marketing such commodities as grain, livestock, cotton and tobacco.					



			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
<b>AGR</b>	<b>114</b>	<b>Electricity</b>	<b>2</b>	<b>2</b>	<b>3</b>
A study of basic principles of wiring farm buildings and the application of electricity to agricultural production. Also covered will be a study of wire sizes, switches, protective and safety devices, and maintenance of electrical motors and appliances.					
<b>AGR</b>	<b>115</b>	<b>Plumbing Installations</b>	<b>1</b>	<b>4</b>	<b>2</b>
The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation.					
<b>AGR</b>	<b>116</b>	<b>General Carpentry</b>	<b>1</b>	<b>3</b>	<b>2</b>
A study of the basis of on farm construction. The use of modern carpentry tools, their use and care will be emphasized. Skill in construction and maintenance of livestock housing and storage building will be practiced on the farm buildings.					
<b>AGR</b>	<b>117</b>	<b>Animal Nutrition</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the composition of feeds, feed additives and the nutritional requirements of livestock. The course includes a study of the principles used in the formulation of practical and economical livestock rations.					
<b>AGR</b>	<b>120</b>	<b>Vegetable Harvesting and Grading</b>	<b>1</b>	<b>3</b>	<b>2</b>
Designed to provide practical experience and understanding of manual and mechanical harvesting and grading aids. Government grades, quality standards, packaging and difficult material handling methods will be demonstrated and studied as it relates to on farm vegetable production.					
<b>AGR</b>	<b>121</b>	<b>Weed Identification and Control</b>	<b>2</b>	<b>1</b>	<b>2</b>
Proficiencies in recognizing the major weeds found in cultivated crops and on pasture land of North Carolina will be stressed. A weed collection of major weeds will be collected by the students and identified. Different control practices will be discussed and demonstrated as they apply to different plants.					
<b>AGR</b>	<b>122</b>	<b>Farm Equipment Maintenance</b>	<b>0</b>	<b>3</b>	<b>1</b>
Development of skills and understanding of the care, operation, adjustment, and servicing of farm machinery. Emphasis will be placed on cleaning, maintaining and lubricating belt and chain tension, set up of new maintaining and reconditioning of older equipment. Safety and economic value of well maintained equipment will be emphasized.					
<b>AGR</b>	<b>123</b>	<b>Ornamental Horticulture</b>	<b>3</b>	<b>1</b>	<b>3</b>
An introduction in the various fields of landscaping, bedding plants, and house plants. Exploring the culture use and economic impact of each. Field trips and demonstrations will be utilized in the development of skills. Practical exercises will be used to relate to work experience.					
<b>AGR</b>	<b>124</b>	<b>Farm Tractors</b>	<b>1</b>	<b>3</b>	<b>2</b>
A general study of tractor operations applied in the field, basic maintenance performed by the operator. Emphasis will be on ignition, diesel and gas engines, hydraulics, transmissions and PTO care.					
<b>AGR</b>	<b>125</b>	<b>Farm Trains and Hydraulics</b>	<b>1</b>	<b>3</b>	<b>2</b>
The theory and operation of power trains used in farm equipment; Hydraulics of integral units and remote units will be studied. The aspects of safety as it relates to these will be emphasized.					
<b>AGR</b>	<b>126</b>	<b>Orchard Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
Fundamentals of orchards and orchard problems, including planting, thinning, protecting, harvesting and marketing.					

			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
<b>AGR</b>	<b>127</b>	<b>Gas Welding</b>	<b>1</b>	<b>3</b>	<b>2</b>
Welding demonstrations by the instructors and practice in the farm welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering and flame cutting methods applicable to farm machine repair. A student welding project will be included to construct usable farm equipment.					
<b>AGR</b>	<b>128</b>	<b>Electric Welding</b>	<b>1</b>	<b>3</b>	<b>2</b>
Welding demonstrations by the instructor and practiced by students in the use of the arc welding process in farm equipment fabrication and repair. Welded joints are discussed and welded in various positions, practice in pad building and tool resurfacing is practiced in this course.					
<b>AGR</b>	<b>130</b>	<b>Farm Chemicals</b>	<b>2</b>	<b>2</b>	<b>3</b>
A study of the chemicals available for pest and weed control and the methods of application.					
<b>AGR</b>	<b>131</b>	<b>Soybean Production</b>	<b>2</b>	<b>0</b>	<b>2</b>
Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.					
<b>AGR</b>	<b>133</b>	<b>Farm Water Systems and Irrigation</b>	<b>2</b>	<b>2</b>	<b>2</b>
Utilization of water supply and waste disposal on the farm. Sources of water, ponds, pond design, types of wells and their uses. From the sources of field application of water the study and use of different irrigation systems.					
<b>AGR</b>	<b>134</b>	<b>Tobacco Production</b>	<b>2</b>	<b>0</b>	<b>2</b>
This course discusses the production practices that are relevant to flue-cured tobacco in North Carolina. Emphasized will be plant bed practices and field production—machinery, cultural practices, fertilization, harvesting and marketing.					
<b>AGR</b>	<b>135</b>	<b>Agricultural Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
A general course designed to acquaint the student with certain fundamentals and principles of law, including contracts, agency and negotiable instruments. Includes the general study of law pertaining to partnership, corporation, sales, suretyship, bailments and real property.					
<b>AGR</b>	<b>138</b>	<b>Farm Records and Taxes</b>	<b>2</b>	<b>2</b>	<b>3</b>
This is a study of the records necessary to properly complete a tax form and the procedures and skills needed for income tax computations.					
<b>AGR</b>	<b>139</b>	<b>Fertilizers and Lime</b>	<b>3</b>	<b>0</b>	<b>3</b>
A review of the sources, function, and the use of the major and minor plant food elements: commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.					
<b>AGR</b>	<b>140</b>	<b>Vegetable Production</b>	<b>2</b>	<b>0</b>	<b>2</b>
This course stresses production of vegetables for home and market use. Major vegetable varieties will be studied with production procedures for each vegetable from seed to marketable produce outlined. On farm projects will be closely followed with field demonstrations and student projects.					
<b>AGR</b>	<b>141</b>	<b>Surveying</b>	<b>1</b>	<b>2</b>	<b>2</b>
Theory and practice of elementary plane surveying including horizontal measurements, differential and profile leveling, cross sections, earthwork computations, transit, statia, and transit-tape surveys.					
<b>AGR</b>	<b>142</b>	<b>Agricultural Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of leading institutions, repayment, schedules and credit instruments. Practice in the procedures of evaluating farm resources with attention to information needed for valuation, appraisal forms and procedure, discounting and depreciation.					

			Lec.	Lab	Cr.
<b>AGR</b>	<b>143</b>	<b>New Sources of Farm Income</b>	<b>2</b>	<b>0</b>	<b>2</b>
An in-depth study of sources of income other than those normally found in general agriculture in North Carolina. Analysis of alternate income sources such as small fruit, bedding plants, custom lawn care, rabbit production and other enterprises that are of special interest to the student may be reviewed as individual projects.					
<b>AGR</b>	<b>145</b>	<b>Farm Building Construction</b>	<b>1</b>	<b>6</b>	<b>3</b>
Pole barn construction, fencing, roofing, farm gabs carpentry notice, will be dealt with as it is used daily on the farm. Working experience will involve carpentry tools and construction of farm buildings. Field trips and practical experience will be emphasized.					
<b>AGR</b>	<b>146</b>	<b>Livestock and Poultry Production</b>	<b>3</b>	<b>2</b>	<b>3</b>
A study of the livestock industry; with emphasis placed on farm selection breeding, feeding and marketing of livestock. Pork, beef, dairy and poultry enterprises will be examined separately. Field trips and on farm demonstrations being utilized to enforce class work as it pertains to each enterprise.					
<b>AGR</b>	<b>148</b>	<b>Farm Records and Credit</b>	<b>2</b>	<b>2</b>	<b>3</b>
The composition and maintenance of farm records relative to the obtaining of farm credit.					
<b>AGR</b>	<b>155</b>	<b>Plant Diseases</b>	<b>4</b>	<b>0</b>	<b>4</b>
A study of the diseases of various plants and the methods of control.					
<b>AGR</b>	<b>159</b>	<b>Soil Management</b>	<b>3</b>	<b>1</b>	<b>3</b>
A study of the methods of soil moisture and air control, management, evaluation, care and cultivation of soil.					
<b>AGR</b>	<b>164</b>	<b>Masonry</b>	<b>1</b>	<b>3</b>	<b>2</b>
An introduction to brick and concrete work. This course is designed to give the student practice in selecting the proper mortars, layouts, and construction of various building elements such as foundations, walls and chimneys. The proper use of bonds, expansion strips, wall ties and caulking methods will be demonstrated.					
<b>AGR</b>	<b>165</b>	<b>Framing and Finishing</b>	<b>1</b>	<b>4</b>	<b>2</b>
Instruction is given in practice on farm carpentry. Development of skills with land tools, portable, electric carpentry tools. Care, use and safe handling of each will be covered. Elemented construction principles will be demonstrated by the instructor and practices by the student in a field situation. Training and finished as applied to farm building.					
<b>AGR</b>	<b>182</b>	<b>Food Processing</b>	<b>1</b>	<b>3</b>	<b>2</b>
Extensive practices in food processing by the student to formulize and develop an understanding of the various packaging, sterilizing and food preserving methods. Also studied will be federal regulations, food chemistry, bacterial control. After completion of this course the student will have developed basic competencies in canning, freezing, and cold storage of farm produce.					
<b>AGR</b>	<b>183</b>	<b>Poultry and Egg Production</b>	<b>2</b>	<b>0</b>	<b>2</b>
A review of the various poultry enterprises including market eggs, hatching eggs and broiler production.					
<b>AGR</b>	<b>202</b>	<b>Commercial Poultry Production</b>	<b>2</b>	<b>3</b>	<b>3</b>
This study includes: the anatomy and physiology, the breeds and varieties, the breeding principles, rearing, and housing of poultry.					
<b>AGR</b>	<b>203</b>	<b>Poultry Nutrition and Diseases</b>	<b>2</b>	<b>3</b>	<b>3</b>
The study of the science of disease and parasite prevention, and value and composition of feeds and feed requirements.					
<b>AGR</b>	<b>210</b>	<b>Pork Production</b>	<b>2</b>	<b>3</b>	<b>3</b>
A study of the breeding, reproduction, and quality of pork production in various systems and selection breeding.					

			Lec.	Lab	Cr.
AGR	211	<b>Swine Rations and Health</b>	2	3	3
This course is a study of the identification and methods of providing profitable nutrition and health through feeding and medication programs.					
AGR	220	<b>Pork Production Management</b>	2	3	3
A study of various management and marketing alternatives for the production of pork.					
AGR	221	<b>Production Systems</b>	2	3	3
Various housing, feeding, and waste systems will be studied with a business analysis of each.					



*Photo By Anson Technical College Photography Department*



## HEATING, VENTILATING AND AIR CONDITIONING

			Lec.	Lab	Cr.
<b>AHR</b>	<b>1201</b>	<b>Automotive Air Conditioning</b>	<b>1</b>	<b>3</b>	<b>2</b>
General introduction to the principles of refrigeration; study of the assembly of the components necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system.					
<b>AHR</b>	<b>1220</b>	<b>Refrigeration Electrical Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for trouble-shooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, switches, protective devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.					
<b>AHR</b>	<b>1221</b>	<b>Refrigeration Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
The identification and the function of the component parts of a system. The basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.					
<b>AHR</b>	<b>1222</b>	<b>Domestic &amp; Commercial Refrigeration Installation &amp; Servicing</b>	<b>3</b>	<b>9</b>	<b>6</b>
Domestic refrigeration servicing of conventional, hermetic and absorption systems. Cabinet car, controls and system maintenance in domestic refrigerators, freezers and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.					
<b>AHR</b>	<b>1223</b>	<b>Air Conditioning Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.					
<b>AHR</b>	<b>1224</b>	<b>Air Conditioning &amp; Refrigeration Trouble-Shooting</b>	<b>3</b>	<b>9</b>	<b>6</b>
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.					
<b>AHR</b>	<b>1225</b>	<b>Duct Design &amp; Installation</b>	<b>2</b>	<b>6</b>	<b>4</b>
Special attention is given to proper sizing design and balance of air distribution systems. This course will include the four basic types of air duct designs, air volume, air velocity, friction loss and blower capacity. A study is made of duct fittings, dampers, diffusers, registers, grilles and insulation materials. Practical application to include rough-in procedures and field installation of duct systems. Emphasis will be placed on safety, the use of sheet metal hand tools and proper installation practices.					



			Lec.	Lab	Cr.
<b>AHR</b>	<b>1226</b>	<b>All Year Comfort System</b>	<b>2</b>	<b>6</b>	<b>4</b>
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils and electric wiring and controls are included in the study.					
<b>AHR</b>	<b>1228</b>	<b>Automatic Controls</b>	<b>2</b>	<b>6</b>	<b>4</b>
Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.					
<b>AHR</b>	<b>1230</b>	<b>Forced Air Heating Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
Servicing and installation of various types of gas burners, gas furnaces, piping, venting and controls of forced air heating systems.					
<b>AHR</b>	<b>2211</b>	<b>Heating Systems</b>	<b>3</b>	<b>6</b>	<b>5</b>
A comprehensive study of electric, gas and oil heating for residential and small commercial installations. Actual practice is given in "troubleshooting" problems of electric heating systems, gas and oil burners. Operating and safety controls are covered in depth and considerable time is given to proper care and use of test instruments and safety requirements. Special emphasis is to be placed on proper installation procedures and code requirements.					
<b>AHR</b>	<b>2212</b>	<b>Residential &amp; Commercial Air Conditioning Systems</b>	<b>3</b>	<b>6</b>	<b>5</b>
Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet these needs are all a part of the course. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.					
<b>AHR</b>	<b>2213</b>	<b>All Weather Systems—Heat Pumps</b>	<b>3</b>	<b>6</b>	<b>5</b>
The refrigerant cycle and the "reverse cycle" principle including the reversing valve receives a great deal of time in this course. Special components and accessories used with the heat pumps are covered. A considerable amount of instruction is devoted to the electric controls found on heat pump systems and to the various service problems involved.					
<b>AHR</b>	<b>2214</b>	<b>Residential &amp; Commercial Air Distribution</b>	<b>3</b>	<b>6</b>	<b>5</b>
This course will include the study of air and its behavior in commercial and residential air conditioning systems. Individual room air volumes will be calculated and outlet actual testing, adjusting and balancing of an air distribution system. Proper adjustments will be made for correct air distribution throughout an entire system, and air motion within the conditioned area will be studied.					
<b>AHR</b>	<b>2215</b>	<b>Hydronic Heating Systems</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course treats principles of installation and design of one-pipe and two-pipe hydronic heating systems. Emphasis is placed on special piping procedures and control systems for hydronics.					

## ART

		Lec.	Lab	Cr.
<b>ART</b>	<b>100      The Elements of Commercial Art</b>	<b>5</b>	<b>0</b>	<b>5</b>
A study of the elements and principles of design and composition. Emphasis will be placed on learning how the properly applied principles and elements of design make commercial art most effective. Line, shape, value, texture, and color will be discussed in relation to specific examples of commercial art.				
<b>ART</b>	<b>205      History and Appreciation of Art</b>	<b>5</b>	<b>0</b>	<b>5</b>
To establish and understanding of art, to develop an appreciation for the relation between art and man, and to study art in a cultural environment.				

## AUTO BODY

		Lec.	Lab	Cr.
<b>AUT</b>	<b>1311      Auto Body Welding</b>	<b>2</b>	<b>6</b>	<b>4</b>
Development of selected skills in oxyacetylene welding and leading. Shop exercises will include: practice in oxyacetylene welding, brazing and oxyacetylene cutting.				
<b>AUT</b>	<b>1312      Body Panel &amp; Fender Repair</b>	<b>3</b>	<b>9</b>	<b>6</b>
Orientation to auto body repair and basic body and chassis construction; development of skills and analyzing damage patterns, shrinkage and straightening body panels and fenders. Shop exercises will include: proper use of tools, use of parts manual, analysis of damage patterns, shrinking, roughing out and straightening body damages, utilizing manual and air operated dollies and hammers and submitting job estimates on each assignment.				
<b>AUT</b>	<b>1313      Body Panel &amp; Fender Replacement</b>	<b>3</b>	<b>9</b>	<b>6</b>
Development of skills and analyzing damage patterns and the replacement of body panels and fenders. Shop exercises will include analysis of damage and replacement of panels affected. Job estimates submitted on each assignment.				
<b>AUT</b>	<b>1314      Metal Finishing</b>	<b>2</b>	<b>6</b>	<b>4</b>
Use of filler materials, grinding, filing and sanding filled metal sections to make ready for painting.				
<b>AUT</b>	<b>1315      Metallic Fillers</b>	<b>3</b>	<b>9</b>	<b>6</b>
Development of skills in oxyacetylene brazing, soldering, tinning and leading. Preparation of metal filled surfaces for painting.				
<b>AUT</b>	<b>1316      Painting—Panel</b>	<b>2</b>	<b>6</b>	<b>4</b>
Development of selected skills in refinishing automotive body panels and fenders. Shop exercises will include preparation of body surfaces, proper and efficient masking procedures, practice painting, spot painting, disassembly, cleaning and reassembly of spray equipment.				
<b>AUT</b>	<b>1317      Frame Straightening &amp; Alignment</b>	<b>2</b>	<b>6</b>	<b>4</b>
Development of skills in straightening of automotive frames and bumpers; and in the installation and alignment of front end parts. Shop exercises will include: frame and arm alignment, bumper straightening, replacement of cross members, frame replacement, applying pressure to frame members, front section alignment, steering assembly and submitting job estimates.				
<b>AUT</b>	<b>1318      Painting—Overall</b>	<b>3</b>	<b>9</b>	<b>6</b>
Development of skills in refinishing the overall exterior of bodies. Shop exercises will include the preparation of body surfaces, masking procedures, painting, care of spray equipment. Compounding, waxing, polishing and refinish job estimating.				
<b>AUT</b>	<b>1319      Trim &amp; Glass</b>	<b>2</b>	<b>6</b>	<b>4</b>
Development of skills in replacement of upholstery, trim and automotive glass. Shop exercises will include: adjusting seats, replacing headlining, interior panels, molding, trim, seat covers, arm rest covers, automotive glass, window regulators, glass channels, making trial orders for glass replacement and submitting job estimates with each assignment.				

## AUTOMOTIVE

			Lec.	Lab	Cr.
<b>AUT</b>	<b>1201</b>	<b>Internal Combustion Engines</b>	<b>3</b>	<b>9</b>	<b>6</b>
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines.					
<b>AUT</b>	<b>1202</b>	<b>Engine Servicing</b>	<b>2</b>	<b>6</b>	<b>4</b>
Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.					
<b>AUT</b>	<b>1203</b>	<b>Auto Electrical Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring.					
<b>AUT</b>	<b>1204</b>	<b>Auto Fuel Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
Construction and operation principles of fuel pumps, carburetors. Fuel injectors will be covered. Procedures for rebuilding and all adjustments will be studied. Special emphasis will be given to diesel injection principles that apply to automotive application.					
<b>AUT</b>	<b>1205</b>	<b>Diesel Engine Diagnosis</b>	<b>2</b>	<b>6</b>	<b>4</b>
Combustion requirements, special methods used in diesel engines to achieve proper fuel ratios. Complete testing procedures and equipment for injectors and nozzles. Emphasis is placed on different malfunctions likely to occur in practice.					
<b>AUT</b>	<b>1221</b>	<b>Auto Braking Systems</b>	<b>2</b>	<b>6</b>	<b>3</b>
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustments and repair.					
<b>AUT</b>	<b>1223</b>	<b>Auto Chassis</b>	<b>3</b>	<b>9</b>	<b>6</b>
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front end and alignment.					
<b>AUT</b>	<b>1224</b>	<b>Auto Power Trains</b>	<b>3</b>	<b>9</b>	<b>6</b>
Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axle and differentials. Identification of troubles, servicing and repair.					
<b>AUT</b>	<b>1225</b>	<b>Auto Diagnosis</b>	<b>2</b>	<b>6</b>	<b>4</b>
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.					
<b>AUT</b>	<b>1226</b>	<b>Advanced Electrical Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
Detailed study in theory and construction of electronic controlled charging and ignition systems.					
<b>AUT</b>	<b>1227</b>	<b>Advanced Fuel Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
Extensive practices in repairing and adjusting multi-Venturi carburetors of latest types and fuel injection systems on domestic and import cars will be covered. Auto-emission control systems repair and adjustments emphasized.					
<b>AUT</b>	<b>1228</b>	<b>Advanced Automatic Transmission</b>	<b>3</b>	<b>9</b>	<b>6</b>
Extensive study and practice in operational theory of the latest types of automatic transmissions.					

			Lec.	Lab	Cr.
AUT	1229	<b>Advanced Transmission Servicing</b>	3	9	6
Emphasis placed upon diagnostic road-testing, repair and final linkage adjustments made after repair and replacement in chassis.					
AUT	1230	<b>Advanced Auto Shop Service</b>	3	9	6
Introduction to Auto Shop foremanship and specifications for rebuilding, replacing and repair of working components of the automobile. Emphasis will be upon proper engine overhaul, brake service and front end servicing.					
AUT	1231	<b>Diagnostic Tune Up</b>	3	9	6
Offers additional time for study and practical application of all tune up and test lab equipment. Emphasis will be upon diagnosing trouble from tests results and adjusting and servicing engines with various types of Emission Control Systems.					
AUT	1244	<b>Power Trains</b>	3	9	6
A study is made of types of gears, gear reduction ratios, gear combinations, bearings, types of clutches, drive lines, universals and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power overdrive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multispeed final drive assemblies.					



*Photo by Ernest Tillmon*



## BIOLOGY

			Lec.	Lab	Cr.
<b>BIO</b>	<b>101</b>	<b>General Biology I</b>	<b>4</b>	<b>2</b>	<b>5</b>
The science of biology, physiochemical nature of protoplasts emphasizing the role of DNA, RNA and cellular enzymes; cell structure, mitosis and meiosis, basic genetics, selected studies of plants emphasizing embryological observations and experimentation.					
<b>BIO</b>	<b>102</b>	<b>General Biology II</b>	<b>4</b>	<b>2</b>	<b>5</b>
This course is the sequel to General Biology I (BIO 101) dealing with animal studies, morphology, physiology, homeostasis, taxonomy, behavior, and ecology of living organisms, as well as the evolution of life. Prerequisite: BIO 101 or permission of the Instructor.					

## BUSINESS

			Lec.	Lab	Cr.
<b>BUS</b>	<b>101</b>	<b>Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>3</b>
A survey of business practices with particular emphasis on financing, marketing, internal control, and management.					
<b>BUS</b>	<b>102</b>	<b>Basic Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
An introductory course to the touch typewriting system with emphasis on fingering techniques, mastery of the keyboard, speed, and basic letter production.					
<b>BUS</b>	<b>103</b>	<b>Advanced Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
Course to develop typewriting speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in typing business letters, tabulations, telegrams, and memorandums. Prerequisite: BUS 102 or instructor's permission.					
<b>BUS</b>	<b>104</b>	<b>Expert Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
Emphasis on production typing problems and speed building, and the development of the student's ability to function as an expert typist producing mailable copies. Prerequisite: BUS 103 or instructor's permission.					
<b>BUS</b>	<b>105</b>	<b>Professional Typewriting</b>	<b>2</b>	<b>3</b>	<b>3</b>
Emphasis is placed on the development of individual production rates and on correct procedures within the area of specialization. The student learns the techniques needed in planning and typing various business projects such as letters, statistical tabulations, reports, manuscripts, and documents. Prerequisite: BUS 104 or instructor's permission.					
<b>BUS</b>	<b>106</b>	<b>Shorthand</b>	<b>3</b>	<b>2</b>	<b>4</b>
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.					
<b>BUS</b>	<b>107</b>	<b>Shorthand</b>	<b>3</b>	<b>2</b>	<b>4</b>
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or instructor's permission.					
<b>BUS</b>	<b>108</b>	<b>Shorthand</b>	<b>3</b>	<b>2</b>	<b>4</b>
Theory and speed building. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107 or instructor's permission.					
<b>BUS</b>	<b>110</b>	<b>Office Machines</b>	<b>2</b>	<b>3</b>	<b>3</b>
A survey of business and office machines with emphasis placed upon techniques, processes, operation and business application of the ten-key adding machine, electronic video display, and printing calculators. Students will be introduced to reprographics—the use of duplicating equipment in the business setting.					



			Lec.	Lab	Cr.
<b>BUS</b>	<b>112</b>	<b>Filing</b>	<b>3</b>	<b>0</b>	<b>3</b>
Course providing training in the field of records storage and control. Covers fundamental rules of alphabetic indexing and fundamental principles in filing both cards and correspondence in an alphabetic, numeric, subject, and geographic system.					
<b>BUS</b>	<b>115</b>	<b>Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts and sales.					
<b>BUS</b>	<b>116</b>	<b>Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
Includes the study of laws pertaining to bailments, commercial paper, agency, and employment.					
<b>BUS</b>	<b>118</b>	<b>Basic Secretarial Accounting</b>	<b>3</b>	<b>2</b>	<b>4</b>
A study of the basic accounting principles. Students will prepare journals, general and subsidiary ledgers, work sheets, balance sheets, income statements, and year-end summarizations.					
<b>BUS</b>	<b>119</b>	<b>Advanced Secretarial Accounting</b>	<b>3</b>	<b>2</b>	<b>4</b>
This course includes the study of banking procedures; timekeeping and payroll computations, income tax procedures and practical application of accounting principles. Prerequisite: BUS 118 or instructor's permission.					
<b>BUS</b>	<b>120</b>	<b>Accounting Principles I</b>	<b>3</b>	<b>2</b>	<b>4</b>
An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Practical application of the principles learned are made by working problems for a corporation.					
<b>BUS</b>	<b>121</b>	<b>Accounting Principles II</b>	<b>3</b>	<b>2</b>	<b>4</b>
A continuation of BUS 120 with emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting. Prerequisite: BUS 120 or instructor's permission.					
<b>BUS</b>	<b>122</b>	<b>Accounting Principles III</b>	<b>3</b>	<b>2</b>	<b>4</b>
This course includes the study of proprietorship, departments, branches, budgetary control, decision making, and statement analysis. Emphasis is placed on recording, summarizing, and interpreting accounting data. Prerequisite: BUS 121 or instructor's permission.					
<b>BUS</b>	<b>123</b>	<b>Business Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.					
<b>BUS</b>	<b>124</b>	<b>Business Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, and consumer financing.					
<b>BUS</b>	<b>126</b>	<b>Touch Shorthand I</b>	<b>3</b>	<b>2</b>	<b>4</b>
This course presents the basic principles and theory of Stenograph machine shorthand.					
<b>BUS</b>	<b>127</b>	<b>Touch Shorthand II</b>	<b>3</b>	<b>2</b>	<b>4</b>
A continuation of BUS 126 with emphasis on machine operation. The development of the ability to take dictation on the Stenograph machine. Prerequisite: BUS 126 or instructor's permission.					
<b>BUS</b>	<b>128</b>	<b>Touch Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>4</b>
Course to develop the ability to take dictation on the Stenograph machine and transcribe the dictated notes at the typewriter. Prerequisite: BUS 127 or instructor's permission.					

			Lec.	Lab	Cr.
<b>BUS</b>	<b>129</b>	<b>Touch Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>4</b>
A continuation of BUS 128. This course emphasizes the necessity for accuracy in transcription from familiar and unfamiliar sources. Prerequisite: BUS 128 or instructor's permission.					
<b>BUS</b>	<b>130</b>	<b>Advanced Touch Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>4</b>
A continuation of BUS 129. This course continues to emphasize the necessity for accuracy in transcription from unfamiliar and familiar sources. Prerequisite: BUS 129 or instructor's permission.					
<b>BUS</b>	<b>131</b>	<b>Professional Touch Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>4</b>
A continuation of BUS 130. This course continues to emphasize the necessity for accuracy in transcription from unfamiliar and familiar sources. Prerequisite: BUS 130 or instructor's permission.					
<b>BUS</b>	<b>136</b>	<b>Quickhand</b>	<b>3</b>	<b>0</b>	<b>3</b>
A beginning course in the theory and practice of reading and writing ABC shorthand. Emphasis is placed on theory, words, brief forms, and phrases.					
<b>BUS</b>	<b>137</b>	<b>Quickhand</b>	<b>3</b>	<b>0</b>	<b>3</b>
Continuation of learning theory of ABC shorthand. Introduction to dictation from familiar material. Prerequisite: BUS 136 or instructor's permission.					
<b>BUS</b>	<b>138</b>	<b>Quickhand Dictation and Transcription</b>	<b>3</b>	<b>0</b>	<b>3</b>
Course developing the skill of taking dictation and of transcribing at the typewriter from familiar and unfamiliar material. Prerequisite: BUS 137 or instructor's permission.					
<b>BUS</b>	<b>139</b>	<b>Quickhand Dictation and Transcription</b>	<b>3</b>	<b>0</b>	<b>3</b>
A speed building course with increased emphasis on accuracy in transcription. Prerequisite: BUS 138 or instructor's permission.					
<b>BUS</b>	<b>162</b>	<b>Fundamentals of Real Estate I</b>	<b>3</b>	<b>0</b>	<b>3</b>
This introductory course is one of two courses designed to introduce students to the real estate industry. Fundamental principles and theories of real estate are covered including terminology, North Carolina's licensing law, ethics, and organizational structure.					
<b>BUS</b>	<b>163</b>	<b>Fundamentals of Real Estate II</b>	<b>3</b>	<b>0</b>	<b>3</b>
This introductory course is a continuation of BUS 162, Fundamentals of Real Estate I. Theory and practice of real estate are covered including fundamental operation of real estate, the real estate industry and its relationship to financing, appraising and law, and listing and closing of real estate.					
<b>BUS</b>	<b>180</b>	<b>Word Studies</b>	<b>3</b>	<b>0</b>	<b>3</b>
A course designed to increase the student's word power with emphasis on spelling, pronunciation, and meanings of words, especially those found in business.					
<b>BUS</b>	<b>183</b>	<b>Basic Legal Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>
Course to develop an understanding of the legal terminology and vocabulary as used in the legal profession.					
<b>BUS</b>	<b>184</b>	<b>Advanced Legal Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>
A continuation of BUS 183 with emphasis on legal terminology applied in dictation and transcription. Prerequisite: BUS 183 or instructor's permission.					
<b>BUS</b>	<b>193</b>	<b>Basic Medical Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>
Course to develop an understanding of the medical terminology and vocabulary as used in the medical profession.					

			Lec.	Lab	Cr.
<b>BUS</b>	<b>194</b>	<b>Advanced Medical Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>
A continuation of BUS 193 with emphasis on medical terminology applied in dictation and transcription. Prerequisite: BUS 193 or instructor's permission.					
<b>BUS</b>	<b>206</b>	<b>Shorthand Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>4</b>
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Speed: 100 words a minute for three minutes on new material. Prerequisite: BUS 108 or instructor's permission.					
<b>BUS</b>	<b>207</b>	<b>Shorthand Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>4</b>
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Speed: 110 words a minute for three minutes on new material. Prerequisite: BUS 206 or instructor's permission.					
<b>BUS</b>	<b>208</b>	<b>Shorthand Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>4</b>
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Speed: 120 words a minute for three minutes on new material. Prerequisite: BUS 207 or instructor's permission.					
<b>BUS</b>	<b>209</b>	<b>Machine Transcription</b>	<b>3</b>	<b>0</b>	<b>3</b>
Skills course for demonstration and practice in operating the transcription and dictation units emphasizing spelling, punctuation, and letter placement. Prerequisite: BUS 104 or instructor's permission.					
<b>BUS</b>	<b>210</b>	<b>Clerical Office Practice</b>	<b>3</b>	<b>0</b>	<b>3</b>
A course designed to familiarize the student with projects in which basic typing tasks are combined in realistic office-like settings. Prerequisite: BUS 104 or instructor's permission.					
<b>BUS</b>	<b>213</b>	<b>Personal Development for Secretaries</b>	<b>3</b>	<b>0</b>	<b>3</b>
Course designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of being a secretary. Emphasis is placed on grooming and methods of personality improvement.					
<b>BUS</b>	<b>214</b>	<b>Basic Secretarial Procedures</b>	<b>3</b>	<b>0</b>	<b>3</b>
A course designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, insurance claims, and reprographics.					
<b>BUS</b>	<b>215</b>	<b>Advanced Secretarial Procedures</b>	<b>3</b>	<b>0</b>	<b>3</b>
A continuation of BUS 214 with emphasis placed on the student's particular area of specialization. Prerequisites: BUS 104 and BUS 214 or instructor's permission.					
<b>BUS</b>	<b>216</b>	<b>Office Simulation</b>	<b>2</b>	<b>3</b>	<b>3</b>
A course designed to provide the student with a realistic experience in completing the types of activities typically performed by secretaries. The student is given the opportunity to use and improve her office knowledges and skills as well as gain new ones. Prerequisites: BUS 105 and BUS 215 or instructor's permission.					
<b>BUS</b>	<b>220</b>	<b>Payroll Accounting</b>	<b>3</b>	<b>0</b>	<b>3</b>
A complete course in payroll procedures including computation of gross earnings, recording and paying the payroll, and introductions to various payroll systems.					
<b>BUS</b>	<b>222</b>	<b>Intermediate Accounting I</b>	<b>5</b>	<b>2</b>	<b>6</b>
Thorough treatment of the field of general accounting providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income statement, fundamental processes of recording, cash and temporary investments. Prerequisite: BUS 122 or instructor's permission.					

			Lec.	Lab	Cr.
<b>BUS</b>	<b>223</b>	<b>Intermediate Accounting II</b>	<b>5</b>	<b>2</b>	<b>6</b>
Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: BUS 222 or instructor's permission.					
<b>BUS</b>	<b>225</b>	<b>Cost Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>
Nature and purposes of cost accounting: accounting for direct labor, materials, and factory overhead; job cost principles, standard cost principles, and procedures; selling and distribution cost; timekeeping and payroll procedures; budgets and executive use of cost figures. Prerequisite: BUS 121 or instructor's permission.					
<b>BUS</b>	<b>227</b>	<b>Advanced Accounting</b>	<b>3</b>	<b>2</b>	<b>4</b>
Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting. Prerequisite: BUS 223.					
<b>BUS</b>	<b>228</b>	<b>Government Accounting</b>	<b>3</b>	<b>2</b>	<b>4</b>
The objective of the course is to give the participant a better understanding of the financial operations of a local government, particularly with respect to the connections among the various financial operations and between them the legal requirements which are typically imposed on local governments. Prerequisite: BUS 122 or instructor's permission.					
<b>BUS</b>	<b>229</b>	<b>Income Taxes</b>	<b>3</b>	<b>2</b>	<b>4</b>
A study of federal income taxes with emphasis on the preparation of individual tax returns.					
<b>BUS</b>	<b>230</b>	<b>Corporate Taxes</b>	<b>3</b>	<b>0</b>	<b>3</b>
A further study of tax accounting, with special emphasis placed on corporations, estates, and trusts.					
<b>BUS</b>	<b>231</b>	<b>Auditing</b>	<b>3</b>	<b>2</b>	<b>4</b>
A study of the most recent developments in auditing theory, standards, procedures, and reports. Emphasis will be placed on internal control review and evaluation, on statistical sampling theory and application, and on procedural testing. Audit objectives, reports, procedures, and review are presented. Prerequisite: BUS 122 or instructor's permission.					
<b>BUS</b>	<b>232</b>	<b>Sales Development</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.					
<b>BUS</b>	<b>233</b>	<b>Personnel Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
Principles of organization and management of personnel, procurement, placement, training, performance checking, remuneration, labor relations, fringe benefits and security are included. The role of personnel management and in an organization is stressed.					
<b>BUS</b>	<b>234</b>	<b>Personnel Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
Continued objectives, functions and organization of personnel programs in various levels and settings are included. Problem-solving and case study methods are emphasized.					
<b>BUS</b>	<b>235</b>	<b>Business Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
Principles of business management including an overview of major functions of management, such as planning, organizing, directing and controlling.					
<b>BUS</b>	<b>236</b>	<b>Small Business Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
An overview of the small business scene including essentials for planning, financing, and controlling the small firm. Form, structure, merchandising, and sales are included.					



			Lec.	Lab	Cr.
<b>BUS</b>	<b>237</b>	<b>Wholesaling</b>	<b>3</b>	<b>0</b>	<b>3</b>
The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.					
<b>BUS</b>	<b>239</b>	<b>Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>
A general survey of the field of marketing, with a detailed study of the functions, policies and institutions involved in the marketing process.					
<b>BUS</b>	<b>240</b>	<b>Marketing Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
A continuation of the general survey of the marketing field, with particular emphasis given to the application of principles through case analysis and problem solving. Prerequisite: BUS 239 or instructor's permission.					
<b>BUS</b>	<b>241</b>	<b>Sales Promotion Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.					
<b>BUS</b>	<b>243</b>	<b>Advertising</b>	<b>3</b>	<b>0</b>	<b>3</b>
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, products, and markets.					
<b>BUS</b>	<b>244</b>	<b>Purchasing</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of procedure in obtaining the correct items and quantities of items to provide proper production. To inform the student in the proper procedure in acquiring produce at the lowest cost consistent with quality requirement and pro-practice of writing advertising copy for various media.					
<b>BUS</b>	<b>245</b>	<b>Retailing</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.					
<b>BUS</b>	<b>247</b>	<b>Business Insurance</b>	<b>3</b>	<b>0</b>	<b>3</b>
The basic principles of risk insurance, and risk management are presented. A survey of the insurance institution and fundamentals of insurance contracts are included.					
<b>BUS</b>	<b>248</b>	<b>Business Insurance</b>	<b>3</b>	<b>0</b>	<b>3</b>
A continuation of BUS 247, with emphasis on insurance contract content and government regulation of insurance.					
<b>BUS</b>	<b>249</b>	<b>Buying and Merchandising</b>	<b>3</b>	<b>0</b>	<b>3</b>
Analyze the organization for buying; what and how much to buy. Topics included are the psychology of dealing with people, vendor relations, planning merchandise assortment, inventory and stock control, pricing.					
<b>BUS</b>	<b>255</b>	<b>Interpreting Accounting Records</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation analysis, and utilization of accounting statements. Prerequisite: BUS 121 or instructor's permission.					
<b>BUS</b>	<b>271</b>	<b>Office Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and solving office problems.					
<b>BUS</b>	<b>272</b>	<b>Principles of Supervision</b>	<b>3</b>	<b>0</b>	<b>3</b>
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.					



			Lec.	Lab	Cr.
BUS	1103	Business Operations	3	0	3
An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.					



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## COMMERCIAL ART

			Lec.	Lab	Cr.
CAT	105	<b>Basic Drawing</b>	1	4	3
An introduction to the basic manipulative techniques and materials of drawing. Emphasis is placed on the various drawing mediums, drawing surfaces, and the encouragement of graphic expression.					
CAT	106	<b>Figure Drawing</b>	1	4	3
The human figure and its expressive potentials. The student will gain experience in perspective, light and shade, mass, size and placement, character and expression in graphite, pen and ink, crayon and chalk, transparent and opaque watercolor.					
CAT	121	<b>Basic Design</b>	1	4	3
A study of the basic design fundamentals and principles, and visual problem solving methods. Emphasis is placed upon assigned problems in basic design. Studio terminology, equipment, and materials will also be stressed.					
CAT	122	<b>Dimensional Design</b>	1	4	3
Assigned problems in two and three dimensional design requiring attention to principles of design.					
CAT	123	<b>Color Theory-Pigmentation</b>	1	4	3
A study of pigment color and its effect on a composition. Warm and cool colors, analogous colors, complimentary colors, the color wheel, the gray scale and color, the psychology of color, and color perspective will be studied.					
CAT	124	<b>Television Graphics Design</b>	1	4	3
Advanced problems in design. Solutions to practical problems in design for advertising; visual merchandising, photography and television graphics will be stressed.					
CAT	137	<b>Specialty Drawing</b>	1	4	3
The instruction of individual selection of materials and techniques for cartoons and sketches—light illustration for use in sales promotion, TV, newspaper and magazine publication.					
CAT	201	<b>Typography &amp; Lettering</b>	2	2	3
Fundamentals of lettering. Execution of finished lettering for reproduction. Lettering and typography indication for layouts and comprehensive design. A survey of typographic terminology, equipment and materials. Applied problems in various mediums.					
CAT	202	<b>Typography &amp; Lettering Aids</b>	2	2	3
The student will learn the proper use of commercially available lettering machines, the use of transfer letters and how to use photo-composing machines.					
CAT	203	<b>Airbrush Art</b>	1	2	3
In depth study of the airbrush, accessories and preparation of airbrush and photo art.					
CAT	204	<b>Advertising Copy</b>	2	2	3
Basic skills required of the advertising design artist. Originating at concepts and effective solutions in selected media. Layouts, comprehensives and mechanical art are covered.					
CAT	206	<b>Brochure Design</b>	2	2	3
Design and preparation of art work and copy for various types of brochures including "flyers", multifold and multipage brochures.					
CAT	210	<b>Magazine Illustration</b>	2	2	3
In-depth study of the methods used in magazine illustration. Preparation of appropriate copy for glossy illustration, pulp paper and others.					

			Lec.	Lab	Cr.
CAT	211	<b>Copywriting</b>	2	2	3
A study of the techniques used in originating effective copy for various communicative media. Emphasis is placed upon a review of existing printed materials, the encouragement of originality and completeness of purpose, attention to format. Theory and practice or originating copy for media such as retail store, outdoor posters, leaflets, business and consumer publications.					
CAT	212	<b>Three Dimension Perspective</b>	2	2	3
A study and implementation of the graphic presentation of three dimensional objects, one, two and three point perspective is utilized.					
CAT	213	<b>Resume and Portfolio</b>	0	4	2
Preparation of the student for employment, including portfolio, resume, speech, self-presentation and professional procedures.					
CAT	214	<b>Advertising as a Business</b>	1	2	2
The components of an advertising agency including client relationships; marketing, creativity, production, copy writing, public relations, personal relationships, logic and ethics of the advertising business.					
CAT	215	<b>Mechanical Layout</b>	2	2	3
A study of the tools and their uses in the mechanical reproduction of multi-view drawings and orthographic projections.					
CAT	216	<b>Fashion Presentations</b>	1	4	3
A study of current styles with emphasis on individual selection of color, pattern and textures and how they visually affect the illustration of new design.					
CAT	217	<b>Color &amp; Texture Co-ordination</b>	1	4	3
A study of the basic fundamentals needed in the individual selection of colors, pattern and textures and how they visually affect each in placement. Emphasis is placed upon assigned problems in interior design.					
CAT	218	<b>Interior Illustration</b>	1	4	3
Advanced problems in color, pattern, and texture, and their affect on interior composition. The encouragement of interior expression will be stressed through assigned problems.					
CAT	220	<b>Step and Repeat</b>	1	4	3
The instruction of individual selection of patterns and how multiple reproductions are derived.					
CAT	221	<b>Pattern Preparations</b>	1	4	3
Advanced problems in the preparation of press ready color separations for various textile applications.					
CAT	222	<b>Graphic Reproductions</b>	1	4	3
Introduces the fundamental principles of the various graphic printing processes. A study of the practical applications will be demonstrated.					
CAT	223	<b>Camera Ready Graphics</b>	1	4	3
In-depth study of the preparation of camera ready art work for graphic reproduction. Emphasis will be placed upon assigned problems in Graphic Illustration.					
CAT	224	<b>Ad Copy &amp; Layout</b>	1	4	3
Advanced study of the preparation of ad copy for various medias. Individual work on layout and design will be required.					

## COMMERCIAL CARPENTRY

			Lec.	Lab	Cr.
<b>CAR</b>	<b>1201</b>	<b>Framing</b>	<b>3</b>	<b>9</b>	<b>6</b>
Introduction to the basic terms, definitions and practices in floor, sill, wall, ceiling joint and truss or rafter construction. Fasteners and special construction layout will be emphasized. Extensive practice and study will be given to plumbing, walls, bracing, bridging and rafter design.					
<b>CAR</b>	<b>1202</b>	<b>Roofing</b>	<b>2</b>	<b>6</b>	<b>4</b>
Roof styles, roofing members and methods for application of the final covering such as shingles, tile and buildup types will be studied and practiced in simulated and actual on site construction. Build up roofs will be given special emphasis in flashing and sealing to eliminate roof leaks.					
<b>CAR</b>	<b>1203</b>	<b>Interior Wall Finish</b>	<b>2</b>	<b>6</b>	<b>4</b>
Skill and understanding terms and practices common to the trade of interior wall finishes will be learned. Practice in installing and finishing paneling, gypsum and masonry walls will enable students to follow specification for the various building plans. Understanding and skill in the sheet rock filling and finishing will be given special attention.					
<b>CAR</b>	<b>1204</b>	<b>Interior Trim</b>	<b>3</b>	<b>9</b>	<b>6</b>
Practices in door hanging, window installation and trim, stair construction and finish combined with special molding and trim materials. Special emphasis to be placed upon joining walls, facings and design grains in panel for finish effects.					
<b>CAR</b>	<b>1205</b>	<b>Forming</b>	<b>2</b>	<b>6</b>	<b>4</b>
Definition of form terms, purpose for which forms are designed, external factors that determine the form design. Study and construction includes footing forms, wall forms, edge forms and base forms for support pillars and column supports. Emphasis will be placed on uses of different materials for form construction. Board panels, metal and fasteners and bracing used with each type of form design.					
<b>CAR</b>	<b>1206</b>	<b>Exterior Finish</b>	<b>3</b>	<b>9</b>	<b>6</b>
Definition and terms associated with exterior wall coverings and trim. Use of various cornice styles and molding with proper materials to match brick veneer, various wood, composition and metal siding construction. Emphasis will be upon proper understanding and interpretation of specifications as found in the working drawings for each type of siding construction.					
<b>CAR</b>	<b>1207</b>	<b>Plumbing &amp; Wiring</b>	<b>1</b>	<b>3</b>	<b>2</b>
Instruction and application of the planning, layout and installation of wiring and plumbing in residential applications. Students will receive practice in the installation of various plumbing fixtures and circuits as per National Code regulations.					
<b>CAR</b>	<b>1208</b>	<b>Cabinet Making</b>	<b>3</b>	<b>9</b>	<b>6</b>
Introduction to the motor driven machines found in cabinet shop use. Safety will be the first requirement in teaching the techniques for each machine operation. Cabinet design, materials, hardware and assembly of cabinet units found in kitchens, bathrooms, storage closets, where built in construction is required. Good craftsmanship will be required in each phase of cabinet work. Planning design, material selection, finishes and site installation.					
<b>CAR</b>	<b>1209</b>	<b>Truss &amp; Prefabrication</b>	<b>2</b>	<b>6</b>	<b>4</b>
Introduction to roof truss designs, timber sizes and hardware used to build truss units as specified by unit classification. Main parts and design will meet load and space requirements specified. Students will learn how trusses and wall sections are constructed off site and transported and placed on building as complete pre-fabricated units.					



			Lec.	Lab	Cr.
<b>CAR</b>	<b>1210</b>	<b>Electrical Wiring Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
A course in electrical wiring with emphasis on National Electric Code requirements. Basic electricity and its applications with electrical wiring materials and methods of installation in residential and light commercial constructions are studied. Laboratory work in electrical wiring applications.					

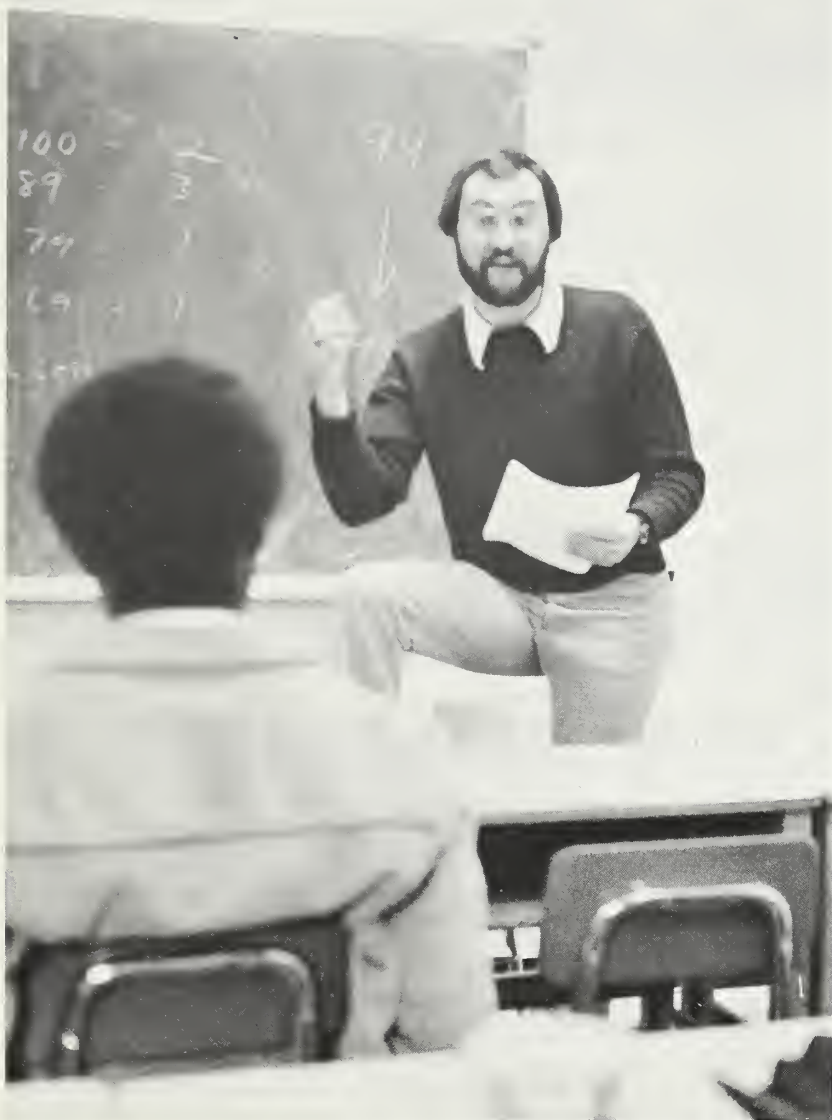
## DRAFTING AND DESIGN

			Lec.	Lab	Cr.
<b>DFT</b>	<b>101</b>	<b>Technical Drafting</b>	<b>1</b>	<b>4</b>	<b>3</b>
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.					
<b>DFT</b>	<b>102</b>	<b>Technical Drafting</b>	<b>1</b>	<b>4</b>	<b>3</b>
The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, plans, and a combination of these elements shall be studied. Dimensioning practices for "Details" and "working drawings", approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.					
<b>DFT</b>	<b>1101</b>	<b>Schematics and Diagrams: Power Mechanics</b>	<b>0</b>	<b>3</b>	<b>1</b>
Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.					
<b>DFT</b>	<b>1118</b>	<b>Pattern Developing and Sketching</b>	<b>0</b>	<b>3</b>	<b>1</b>
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.					
<b>DFT</b>	<b>1145</b>	<b>Specifications and Contracts</b>	<b>2</b>	<b>0</b>	<b>2</b>
The purpose and wirings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.					
<b>DFT</b>	<b>1204</b>	<b>Blueprint Reading &amp; Sketching</b>	<b>1</b>	<b>3</b>	<b>2</b>
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; sketching, schematics and diagrams using the appropriate symbols and notes.					

## ECONOMICS

<b>ECO</b>	<b>108</b>	<b>Personal Money Management I</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.					
<b>ECO</b>	<b>109</b>	<b>Personal Money Management II</b>	<b>3</b>	<b>0</b>	<b>3</b>
A continuation of ECO 108 with emphasis on the consumer movements, government protection, and consumer problems.					





*Photo by Charles Bowman*

			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
<b>ECO</b>	<b>201</b>	<b>Principles of Economics I</b>	<b>5</b>	<b>0</b>	<b>5</b>
A survey of basic economic principles, business organization, pricing mechanisms, money and banking, monetary and fiscal policy, production and distribution of national income.					

<b>ECO</b>	<b>202</b>	<b>Principles of Economics II</b>	<b>5</b>	<b>0</b>	<b>5</b>
A continuation of Economics 201 with emphasis on international trade and finance, comparative economic systems, and current economic problems. Prerequisite: ECO 201 or instructor's permission.					

## ELECTRONIC DATA PROCESSING

			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
<b>EDP</b>	<b>104</b>	<b>Introduction to Data Processing</b>	<b>3</b>	<b>2</b>	<b>4</b>
Fundamental concepts and operations principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.					

## EDUCATION

			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
<b>EDU</b>	<b>201</b>	<b>Internship</b>	<b>1</b>	<b>15</b>	<b>5</b>
Each student will spend 15 hours per week for one quarter working in a classroom under the close supervision of a regular teacher. Activities will be directed and will relate to the kinds of things which Teacher Associates may be called upon to perform. Assignments will be made by Anson Technical College. Prerequisite: Completion of 90 hours credit in Teacher Associate Program.					

<b>EDU</b>	<b>203</b>	<b>Exceptional Child</b>	<b>3</b>	<b>0</b>	<b>3</b>
The study of children with developmental variations. Consideration is given to recognition of problems, community resources, and selection of appropriate activities for the child with exceptional mental or physical development.					

<b>EDU</b>	<b>204</b>	<b>Parent Education</b>	<b>3</b>	<b>0</b>	<b>3</b>
The study of ways to involve parents in a preschool center. Topics discussed include: the purposes and value of home visitation, and programs for parents including techniques of working with parents for the total development of the child.					

<b>EDU</b>	<b>227</b>	<b>Educating the Minority Student</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of minority groups, their characteristics, and problems of teaching and communicating with the disadvantaged minority student. Special attention is given to remedial programs designed for the culturally different student and/or educationally deprived student. A practicum experience is closely correlated with classroom activities so that the student may apply knowledge and skills to an on-the-job learning situation.					

<b>EDU</b>	<b>231</b>	<b>Creative Activities</b>	<b>3</b>	<b>0</b>	<b>3</b>
Individual and group exploration of activities and media for promoting optimal self-expression, aesthetic appreciation, and creativity in young children.					

<b>EDU</b>	<b>234</b>	<b>Audiovisual Instruction</b>	<b>3</b>	<b>0</b>	<b>3</b>
The scope of the course will include practical consideration involved in selecting, using and evaluating the use of educational media to be found in schools today. Experiences in the operation and proper care of audiovisual equipment and materials will be provided. The preparation of inexpensive, teacher-student made audiovisual material will also be stressed. Examples will be drawn from all subject fields and from all elementary levels of instruction.					

			Lec.	Lab	Cr.
EDU	235	<b>Introduction to Reading Skills and Methods</b>	3	0	3
Survey of the readiness, word attack and comprehension skills taught in the elementary school and an examination of current materials and drill methods.					
EDU	236	<b>Teaching of Reading</b>	3	0	3
A basic course in teaching reading. The materials and procedures used in modern school systems are studied. Attention is given to teacher-made materials for reading programs. Testing for readiness and achievement is emphasized. Use of behavioral objectives as well as description and prescriptive approaches to reading is also emphasized. Specific attention is given to differentiating instruction for both fast and slow learners.					

## GENERAL STUDIES

			Lec.	Lab	Cr.
EDU	1026	<b>General Studies I</b>	10	0	10
General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.					
EDU	1027	<b>General Studies II</b>	10	0	10
General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematic problems, and presenting human relations and situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.					

## ELECTRICAL INSTALLATION AND MAINTENANCE

			Lec.	Lab	Cr.
ELC	1214	<b>Direct Current</b>	2	6	4
A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series parallel circuits. An analysis of direct current circuits of Ohm's Law. Will include a study of the sources of direct current voltage potentials, chemical, mechanical, heat and other sources.					
ELC	1215	<b>Alternating Current</b>	3	9	6
A study of the fundamental concepts of the sources of alternating current and its characteristics. The use of Kirchhoff's Law in analysis of current flow, reactance, impedance. Phase angle, power and resonance. Details of circuits will be stressed.					
ELC	1216	<b>DC Machines and Controls</b>	2	6	4
Provides fundamental concepts of construction in Direct current machines and controls. Emphasis placed on use of test equipment to determine current values and for the diagnosis of malfunctions in electrical equipment.					
ELC	1217	<b>AC Machines and Controls</b>	3	9	6
Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers and motors. Basic concepts of basic AC machines and controls. Testing procedures and repairs as needed in small appliances, switches, thermostats and motor control switching is emphasized.					



Photo by Anson Technical College Photography Department

<b>ELC</b>	<b>1218</b>	<b>Industrial Electronics</b>	<b>2</b>	<b>6</b>	<b>4</b>
Basic theory, operating characteristics and application of vacuum tubes and solid state devices. An introduction to amplifiers using triodes, power supplies using diodes and other basic applications.					
<b>ELC</b>	<b>1220</b>	<b>Electrical Code—Residential</b>	<b>5</b>	<b>2</b>	<b>5</b>
The study and application of the Electrical Code as it applies to residential construction.					
<b>ELC</b>	<b>1221</b>	<b>Electrical Code—Commercial</b>	<b>5</b>	<b>0</b>	<b>5</b>
The study and application of the Electrical Code as it applies to commercial construction.					
<b>ELC</b>	<b>1224</b>	<b>Residential Wiring</b>	<b>3</b>	<b>9</b>	<b>6</b>
Provides instruction and application in the installation of wiring in residential applications such as: services, remote controls, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.					
<b>ELC</b>	<b>1225</b>	<b>Residential Wiring Layout</b>	<b>2</b>	<b>6</b>	<b>4</b>
Layout and planning of residential wiring systems and circuits. Electrical blueprint reading will be taught.					
<b>ELC</b>	<b>1226</b>	<b>Commercial and Industrial Wiring</b>	<b>3</b>	<b>9</b>	<b>6</b>
Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.					

## ENGLISH

			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
<b>ENG</b>	<b>1101</b>	<b>Reading Improvement</b>	<b>2</b>	<b>0</b>	<b>2</b>
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.					
<b>ENG</b>	<b>1102</b>	<b>Communication Skills</b>	<b>3</b>	<b>0</b>	<b>3</b>
Designed to promote effective communication through correct language usage in speaking and writing.					



			Lec.	Lab	Cr.
ENG	101	<b>Grammar</b>	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling.					
ENG	102	<b>Composition</b>	3	0	3
Designed to aid the student in the improvement of self expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.					
ENG	105	<b>English Composition I</b>	5	0	5
The study and practice of expository writing. This course seeks to develop basic writing and organizational skills through attention to the principles of clear and effective self-expression and through the careful reading of selected prose essays and fiction.					
ENG	106	<b>English Composition II</b>	5	0	5
The study of imaginative writing through an introduction to types of literature, and the further development of an effective writing style through reflective and critical themes and the practice of research and presentation techniques. Prerequisite: ENG 105 or instructor's permission.					
ENG	203	<b>Business Communication</b>	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.					
ENG	204	<b>Oral Communication</b>	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences and interviews.					
ENG	205	<b>World Literature I</b>	5	0	5
A study primarily of Western literature, emphasizing the contributions of its greatest writers to both the representative culture and the subsequent tradition, through the Renaissance. Prerequisite: ENG 105 or instructor's permission.					
ENG	207	<b>Major American Authors</b>	5	0	5
A study of the lives and works of major authors in American literature, particularly Poe, Whitman, Melville, Twain, O'Neill, and Faulkner, and an examination of the related contexts of American culture, to which the work of these authors may be either a contribution or a response.					

## GEOGRAPHY

			Lec.	Lab	Cr.
GEO	201	<b>Principles of Geography</b>	5	0	5
An introductory course which studies the earth and the environment of man, emphasizing the physical patterns of climate, landforms, soils and natural resources. Recommended as a background for all other courses in geography.					

## HEALTH & PHYSICAL EDUCATION

			Lec.	Lab	Cr.
HE	102	<b>Personal Health and Hygiene</b>	3	0	2
A course designed to meet the health knowledge requirements necessary to guide the student to a more healthful way of life.					



			Lec.	Lab	Cr.
<b>HEA</b>	<b>105</b>	<b>Family, School and Community Health</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course is the study of factors which influence physical and mental health. Topics covered include first aid, accident prevention, drugs, alcohol, environmental factors hazardous to health and communicable diseases. Attention will be given to practices which will aid the individual in maintaining good physical and mental health.					
<b>PE</b>	<b>101</b>	<b>General Physical Education</b>	<b>2</b>	<b>0</b>	<b>2</b>
Designed to meet the needs and interests of freshman college students through physical fitness training and the development of fundamental skills in indoor and outdoor team and dual sports.					
<b>PE</b>	<b>215</b>	<b>Individual Sports II</b>	<b>2</b>	<b>0</b>	<b>2</b>
A course designed to build skills and develop basic competencies and appreciations in tennis and badminton, so that the individual will participate in these activities both during his college years and in his post-college life.					



*Photo by Don Hogh*

## HISTORY

			Lec.	Lab	Cr.
<b>HIST</b>	<b>207</b>	<b>American History I</b>	<b>5</b>	<b>0</b>	<b>5</b>
A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War to the present.					
<b>HIST</b>	<b>208</b>	<b>American History II</b>	<b>5</b>	<b>0</b>	<b>5</b>
A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.					

## INDUSTRIAL SCIENCE

			Lec.	Lab	Cr.
<b>ISC</b>	<b>102</b>	<b>Industrial Safety</b>	<b>3</b>	<b>0</b>	<b>3</b>
Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.					
<b>ISC</b>	<b>120</b>	<b>Principles of Industrial Management</b>	<b>3</b>	<b>2</b>	<b>4</b>
The basic managerial decisions; organizational structure including plant location, building and requirements, and internal factory organization; problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, cost control. Plant problems are utilized as lab experiments.					
<b>ISC</b>	<b>201</b>	<b>Industrial Organization and Maintenance</b>	<b>3</b>	<b>0</b>	<b>3</b>
Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations.					
<b>ISC</b>	<b>202</b>	<b>Quality Control</b>	<b>3</b>	<b>2</b>	<b>4</b>
Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.					
<b>ISC</b>	<b>204</b>	<b>Value Analysis</b>	<b>3</b>	<b>0</b>	<b>3</b>
The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.					
<b>ISC</b>	<b>207</b>	<b>Foremanship Supervision</b>	<b>3</b>	<b>2</b>	<b>4</b>
The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments of units, duties and responsibilities, policies and procedures, and rules and regulations. Prerequisite: BUS 272 or instructor's permission.					

			Lec.	Lab	Cr.
<b>ISC</b>	<b>209</b>	<b>Plant Layout</b>	<b>3</b>	<b>2</b>	<b>4</b>
A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.					
<b>ISC</b>	<b>210</b>	<b>Job Analysis and Evaluation</b>	<b>3</b>	<b>2</b>	<b>4</b>
This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.					
<b>ISC</b>	<b>211</b>	<b>Work Measurement</b>	<b>3</b>	<b>2</b>	<b>4</b>
Principles of work simplification including administration of job methods improvement, motion study fundamentals and the time study techniques. Use of flow and process charts; multiple activity charts, operation charts, flow diagrams and methods evaluation.					
<b>ISC</b>	<b>220</b>	<b>Management Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.					
<b>ISC</b>	<b>231</b>	<b>Manufacturing Cycles</b>	<b>5</b>	<b>0</b>	<b>5</b>
Purchasing and distribution costs; consumption patterns, channels of distribution; marketing of consumer goods; shopping, specialty, agricultural and industrial goods; service marketing; functional middlement; speculation and hedging; wholesaling, shipping and warehousing; exporting and trade movements; standardization and grading; pricing government regulation and competition; sales promotional activities; merchandising practices. Prerequisite: ECO 201 or instructor's permission.					
<b>ISC</b>	<b>232</b>	<b>Production Planning</b>	<b>3</b>	<b>2</b>	<b>4</b>
Study of plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed.					

## MASONRY

			Lec.	Lab	Cr.
<b>MAS</b>	<b>1204</b>	<b>Foundations</b>	<b>2</b>	<b>6</b>	<b>4</b>
Develop skill in use of tools—trowel, level jointer, line levels, brick hammers, etc. Layout of foundations, pour footing and construct walls. Standard wall structures such as 8 inch and 12 inch brick and brick and block combinations will be constructed with emphasis upon corner construction and plumbing walls with good joints throughout all construction. Student will study building material terms, specifications, blueprint and drawings related to foundation construction. Pilasters and column support by design will be constructed.					
<b>MAS</b>	<b>1205</b>	<b>Wall Construction</b>	<b>3</b>	<b>9</b>	<b>6</b>
Development of skill in uniform line and jointing of brick and other masonry materials in wall construction. Solid wall, brick-wood veneer, brick-block veneer construction will be used with special emphasis upon design corners and openings such as doors, windows and special casements specified for such openings. Lintels and wall ties and bonds will be taught and practiced.					
<b>MAS</b>	<b>1206</b>	<b>Blocklaying</b>	<b>2</b>	<b>6</b>	<b>4</b>
Construction block size material and strength will be studied. Layout and block placements with needed "ties" and reinforcements will be practiced in wall and other areas of block use. Joint line and size will be emphasized in block laying to produce a uniform finished block construction. Block size and weight specifications will require student to be able to read building drawings.					

			Lec.	Lab	Cr.
<b>MAS</b>	<b>1207</b>	<b>Chimney Construction</b>	<b>3</b>	<b>9</b>	<b>6</b>
Fireplace and chimney building using standard brick, special fire brick, damper inset and flue lining. Student will learn how to design and build fire boxes and chimneys that draw properly. Special mantel and hearth specifications will be taught where exposures may create fire hazards. Multiple fireplaces and chimney flue requirements will be studied and formulas for each type and design will guide student in both exposed and inclosed chimney construction.					

<b>MAS</b>	<b>1208</b>	<b>Brick Veneers</b>	<b>3</b>	<b>9</b>	<b>6</b>
Brick Veneer construction with wood frame, block and other forms of masonry walls. Practice in laying brick to another wall area with proper spacing and wall ties, will require student skilled in bricklaying for proper jointing corner formations. All opening trims where special brick forms are required. Laying brick to casements, special corner design and special lintels require good understanding of specifications and layout design.					

## MATHEMATICS

			Lec.	Lab	Cr.
<b>MAT</b>	<b>101</b>	<b>Technical Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
A study of topics including fundamental algebraic operations, applied geometry, volume and linear measure as well as fundamental mathematical concepts and operations, with simple application in the Technologies. Prerequisite: High School Math or instructor's permission.					

<b>MAT</b>	<b>102</b>	<b>Mathematics for Elementary School Teachers</b>	<b>5</b>	<b>0</b>	<b>5</b>
This is a basic general concept course dealing with mathematics taught in the elementary school including sets, operations on sets and the development of the number system. Teaching methods related to basic math are also investigated. Prerequisite: High School Math or instructor's permission.					

<b>MAT</b>	<b>105</b>	<b>Introduction to College Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
The historical development of the numeral system, the properties and operations associated with decimal and non-decimal number systems; elements of logic and set theory are some of the topics included to provide a basis for investigation of the arithmetic and algebraic axioms of operations with the real number system in theory and application, inductive proof, mathematical systems, and systems of numerations. Prerequisite: 2 years High School Algebra or instructor's permission.					

<b>MAT</b>	<b>107</b>	<b>College Algebra</b>	<b>5</b>	<b>0</b>	<b>5</b>
A study of fundamental operations, sets, functions, sequences, series, and quadratic equations in two variables, complex numbers and theory of equations. Prerequisite: 2 years High School Algebra or instructor's permission.					

<b>MAT</b>	<b>108</b>	<b>College Trigonometry</b>	<b>5</b>	<b>0</b>	<b>5</b>
A course built on the modern definition of function, range and domain of function, terminal point function, trigonometric functions, trigonometric identities, inverse trigonometric function, trigonometric equations, logarithms, right triangles, law of sines, law of cosines, vectors and polar coordinates. Prerequisite: High School Algebra or instructor's permission.					

<b>MAT</b>	<b>109</b>	<b>Precalculus</b>	<b>5</b>	<b>0</b>	<b>5</b>
This course will deal with relations, functions, exponential and logarithmic functions, circular functions, trigonometric functions, vectors in a plane, complex numbers and analytic geometry.					

<b>MAT</b>	<b>110</b>	<b>Business Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
A review of basic mathematics. An introduction to current practice in computing payrolls, commissions, discount and interest.					



			Lec.	Lab	Cr.
<b>MAT</b>	<b>1101</b>	<b>Arithmetic &amp; Measurements</b>	<b>5</b>	<b>0</b>	<b>5</b>
This course bridges the gap between a weak mathematical foundation and the knowledge necessary for the study of courses in advanced mathematics that are part of many curricula. Fundamentals of arithmetic will be covered. Measurement and metric system will be discussed and applied to trades.					
<b>MAT</b>	<b>1105</b>	<b>Fundamental Mathematics</b>	<b>3</b>	<b>0</b>	<b>3</b>
Emphasis is placed on practical shop mathematical problems dealing with formulas, square root, ratios, applied geometry, and geometric constructions. Concepts of linear and volume measure are included.					

## MUSIC

			Lec.	Lab	Cr.
<b>MUS</b>	<b>100</b>	<b>Chorus</b>	<b>0</b>	<b>5</b>	<b>1</b>
Contemporary and traditional choral singing.					
<b>MUS</b>	<b>230</b>	<b>Introduction to the Appreciation of Music</b>	<b>5</b>	<b>0</b>	<b>5</b>
The development of knowledge and understanding of good music. Emphasis given to the history of music, outside reading, forms of music found in different periods, listening, and the relationship of music to general cultural development.					



*Photo by Anne E. Owens*



## PRACTICAL NURSING

			Lec. 5	Lab 4	Cr. 6
<b>NUR 1101</b>	<b>Basic Science</b>				
This course is designed to give the beginning student an understanding of basic science principles and their relationship to practical nursing. This course includes study of the structure and functions of the human body, principles of food and nutrition and selected effects of microbiology and related to nursing.					
<b>NUR 1102</b>	<b>Orientation to Vocational Relationships</b>	2	0	2	
This course is designed to assist the student in understanding herself, her vocation and the individual needs of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in understanding her role as a potential worker in nursing, in establishing effective relationships with her co-workers and patients, and in establishing realistic goals for herself in her personal and vocational development.					
<b>NUR 1103</b>	<b>Introduction to Patient Care</b>	6	6	8	
This course is planned to provide the opportunity for students to gain a knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Lecture and planned class laboratory experience are followed by related clinical experience.					
<b>NUR 1104</b>	<b>Basic Principles of Drug Administration</b>	3	0	3	
The basic concepts of drug therapy and an appreciation of the responsibilities and the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized. Prerequisite: NUR 1101, NUR 1103.					
<b>NUR 1105</b>	<b>Care of Patients with Medical-Surgical Conditions I</b>	4	0	4	
This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the common drugs and therapeutic measures of concern to the practical nurse. Lecture and class laboratory provide the background for selected clinical experiences. Prerequisites: NUR 1101, NUR 1103.					
<b>NUR 1106</b>	<b>Obstetrics</b>	4	0	4	
This course is designed to provide opportunities for students to acquire the knowledge, understanding and skill needed for rendering safe and effective nursing care to the maternity patient and newborn infant. Classroom instruction provides the background essential for planned clinical experience centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs. Prerequisites: NUR 1101, NUR 1103.					
<b>NUR 1107</b>	<b>Pediatrics</b>	4	0	4	
This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instruction provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs. Prerequisites: NUR 1101, NUR 1103.					
<b>NUR 1108</b>	<b>Care of Patients with Medical-Surgical Conditions II</b>	9	0	9	
A continuation of NUR 1105. Prerequisites: NUR 1104, NUR 1105.					
<b>NUR 1110</b>	<b>Vocational Relationships</b>	2	0	2	
This course is designed to orient the student to her role as a Licensed Practical Nurse. It includes the study of opportunities in practical nursing and the obligations and responsibilities of the Licensed Practical Nurse as a person, a worker and a citizen. Relationships with other members of the health team to more fully achieve the goals of nursing are emphasized throughout the course. Prerequisite: Complete all NUR courses in previous quarters.					

			Lec.	Lab	Cr.
NUR	1111	Care of Patients with Medical-Surgical Conditions III	10	0	10
This course is designed to prepare the student for participation in the care of geriatric patients and seriously ill patients. Emphasis is placed on the assisting role of the Licensed Practical Nurse. Classroom instruction provides the background for planned clinical experiences. Prerequisite: Complete all NUR courses in previous quarters.					
NUR	1112	Clinical Experience: Medical-Surgical and Obstetrics	0	24	8
A general orientation to the hospital environment personnel, and to correct lines of authority. Emphasis is placed on professional conduct and grooming. Skills are developed in giving basic nursing care. Written case studies and ward conferences are required. Prerequisites: Complete all courses in First Quarter.					



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			Lec.	Lab	Cr.
NUR	1113	<b>Clinical Experiences: Medical-Surgical and Pediatrics</b>	0	24	8
A continuation of NUR 1112 with additional development of skills to meet the needs of patients. Observing and recording of symptoms and signs of diseases with all age groups are experiences. Field trips are planned that will increase the variety of patients observed. Prerequisites: Complete all courses in First and Second Quarters and NUR 1112.					
NUR	1114	<b>Clinical Experiences: Medical-Surgical and Geriatrics</b>	0	24	8
A continuation of NUR 1112, 1113, with emphasis placed on acquiring the practical skills to safely administer drugs. Total patient care will be stressed. The effectiveness of learned skills will be individually evaluated. Prerequisites: Complete all courses in First, Second, and Third Quarters, NUR 1112, and NUR 1113.					

## PHOTOGRAPHY

			Lec.	Lab	Cr.
PHO	116	<b>Basic Photography</b>	1	4	3
An introduction to the use of a 33 mm camera and basic darkroom procedure. The principles of depth-of-field, shutter speed, exposure and focus are applied to actual photographic problems. Students will develop and print their own negatives.					
PHO	117	<b>Optics and Accessories</b>	2	6	4
An in-depth study of the camera. Includes study of optics, shutters, filters, film and paper selection. Experience will include use of camera and darkroom for specific photographic applications. Prerequisite: PHO 116 for instructor's permission.					
PHO	118	<b>Large Format Photography</b>	2	6	5
Advanced study of the 33 mm, 2¼ x 2¼, and 4 x 5 cameras. The course will concentrate on selecting the proper camera for specific applications. Includes an introduction to sensitometry. Prerequisite: PHO 116 or instructor's permission.					
PHO	130	<b>Color Camera</b>	1	4	3
A course of study in the procedures of color photography. Light, filters, exposure and film selection will be studied as they relate to color photography. Emphasis will be placed on the use of color slide materials.					
PHO	132	<b>Color Printing</b>	2	6	5
Chemistry, processing and printing of color negative material. Color film and paper characteristics. Prerequisite: PHO 116 or instructor's permission.					
PHO	140	<b>Portrait Photography</b>	1	4	3
Techniques in photographing individuals, groups and animals in posed pictures; indoor and outdoor. Retouching in black and white and color. Prerequisite: PHO 116 or instructor's permission.					
PHO	141	<b>Group Portrait Photography</b>	1	4	3
Techniques in photographing groups, large and small, in studio, in home, and outdoors. Emphasis will be placed on composition and making a "pleasing" arrangement. Prerequisite: PHO 116 or instructor's permission.					
PHO	210	<b>Nature Photography</b>	1	4	3
A course of study that helps the student develop techniques for photographing natural environment. Emphasis will be placed on creating travel brochures, ecology posters and photography for pictorial, animal and plant magazines. Prerequisite: PHO 116 or instructor's permission.					
PHO	212	<b>Commercial Photography</b>	1	4	3
Techniques of preparing photographs of small products for advertising purposes. Emphasis will be on composition and originality. Prerequisite: PHO 116 or instructor's permission.					

			Lec.	Lab	Cr.
<b>PHO</b>	<b>213</b>	<b>Commercial Machinery Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>
Techniques of preparing photography of large machinery for advertising purposes. Emphasis is placed on idea development and its execution, and developing the student's professional abilities. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>214</b>	<b>Fashion Photography—Female</b>	<b>1</b>	<b>4</b>	<b>3</b>
Techniques and practices of producing fashion photographs for advertisements. Studio and natural light are used to flatter the model and emphasize the line and quality of the fashion. Prerequisite: PHO 116 for instructor's permission.					
<b>PHO</b>	<b>215</b>	<b>Fashion Photography—Male and Children</b>	<b>2</b>	<b>6</b>	<b>5</b>
Techniques and practices of producing Male and Children fashion photographs for advertisements. Studio and outdoor location work will be done in sport clothes and formal clothes. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>216</b>	<b>Architectural Photography—Exterior</b>	<b>1</b>	<b>4</b>	<b>3</b>
A course to teach the student the techniques of photographing buildings, homes, and industrial plants. Emphasis will be placed on correction of converging lines and good composition. Exterior work will be studied. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>217</b>	<b>Architectural Photography—Interior</b>	<b>1</b>	<b>4</b>	<b>3</b>
Techniques and practices in photographing interiors in homes, commercial buildings, and industrial plants. Emphasis will be placed on field trips to photograph buildings and structures. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>218</b>	<b>Photojournalism</b>	<b>1</b>	<b>4</b>	<b>3</b>
Special photographic techniques used in mass media publications. Emphasis is placed on techniques for taking pictures in any situation, but mainly news. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>219</b>	<b>Photojournalism—Sports Photography</b>	<b>2</b>	<b>6</b>	<b>5</b>
Techniques used in photographing sports events, indoors and outdoors. Emphasis is placed on developing the student's style or individuality. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>222</b>	<b>Special Process Photography</b>	<b>3</b>	<b>0</b>	<b>3</b>
A course designed to introduce the student to special photographic techniques including ultra violet, infrared, holograph, time lapse, photo-engraving and high speed photography. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>224</b>	<b>Photographic Illustration</b>	<b>1</b>	<b>2</b>	<b>2</b>
The use of specific darkroom and studio techniques to achieve unusual effects. Multiple exposure, tone separations, high-contrast imaginary, photo-collage and multimedia. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>226</b>	<b>Industrial Photography</b>	<b>1</b>	<b>2</b>	<b>2</b>
Techniques and practices of documentation as applied to industry. Exploded views, photomacrography and high-speed photography as designed for industrial publications. Prerequisite: PHO 116 or instructor's permission.					
<b>PHO</b>	<b>229</b>	<b>Photojournalism—Photo-story and/or Photo-essay</b>	<b>1</b>	<b>4</b>	<b>3</b>
Techniques used in making a photo-story, photo-essay. Emphasis will be placed on human photography and developing the student's ability to "see" a picture. Prerequisite: PHO 116 for instructor's permission.					



			Lec.	Lab	Cr.
<b>PRO</b>	<b>250</b>	<b>Retouching and Oil Coloring</b>	<b>1</b>	<b>4</b>	<b>3</b>
An introduction to the concept of doing art work and retouching on both the photographic negative and print. An introduction to coloring photographs with transparent oils. Emphasis will be placed mainly on portraits. Prerequisite: PHO 116 or instructor's permission.					

## PHYSICS

			Lec.	Lab	Cr.
<b>PHY</b>	<b>100</b>	<b>Physics: Properties of Matter</b>	<b>3</b>	<b>2</b>	<b>4</b>
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.					

<b>PHY</b>	<b>101</b>	<b>Basic Physical Science</b>	<b>4</b>	<b>2</b>	<b>5</b>
The purpose of this course is to give the student awareness and general understanding of his physical environment and the laws that govern it; to give greater meaning to many common phenomena by carefully defining the physical concepts that describe them; and help the student to realize the place of new developments within the physical description of the world and their impact on the framework of established principles. Prerequisite: High School Algebra or instructor's permission.					

<b>PHY</b>	<b>102</b>	<b>Physics: Work, Energy, Power</b>	<b>2</b>	<b>2</b>	<b>3</b>
The major areas covered in this course are work, energy, and power. Instruction includes topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.					

<b>PHY</b>	<b>103</b>	<b>Physics: Electricity</b>	<b>3</b>	<b>2</b>	<b>4</b>
Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horse-power, wattage, and transformers are major parts of the course.					

<b>PHY</b>	<b>1101</b>	<b>Science and Matter and Measurement</b>	<b>2</b>	<b>2</b>	<b>3</b>
An introduction to the scientific method of physical principles and their application in industry. Topics in this course include measurement in Science, heat, energy, properties of solids, liquids and gases.					

<b>PHY</b>	<b>1102</b>	<b>Science of Magnetism, Mechanics and Electricity</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course continues introducing the basic concepts of applied science. Topics introduced in this course are principles of force, motion, work, energy, magnetism, electricity and power.					

## POLITICAL SCIENCE

			Lec.	Lab	Cr.
<b>POL</b>	<b>201</b>	<b>United States Government</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of government with emphasis on basic concepts, structure powers, procedures and problems.					

<b>POL</b>	<b>202</b>	<b>American National Government</b>	<b>5</b>	<b>0</b>	<b>5</b>
An introductory study of: (1) the basic concepts of political science, (2) a brief history and the basic principles of the constitution, (3) the structure, functions of, and the relations between the legislative, executive and judicial branches of the national government, and (4) the relations between the national and state governments.					



## PRINTING

			Lec.	Lab	Cr.
<b>PRN</b>	<b>155</b>	<b>Line Offset Camera</b>	<b>2</b>	<b>6</b>	<b>4</b>
A study of the industrial offset camera, camera parts and functions, adjustments of lens, chemical preparation, and line copy photography. Instruction will also include the use of the proportional scale, reduction and enlargement of copy, and negative handling and preparation.					
<b>PRN</b>	<b>156</b>	<b>Halftone-Offset Camera</b>	<b>2</b>	<b>6</b>	<b>4</b>
This course is a complete study of halftone photography. Copy preparation, camera settings and adjustments, flashing operations, and developing methods involved in halftone photography will be emphasized. The student will learn to use the gray scale, contact screen, and screen tint through extensive project work.					
<b>PRN</b>	<b>157</b>	<b>Offset Darkroom Techniques</b>	<b>2</b>	<b>6</b>	<b>4</b>
A study of darkroom techniques used to produce negatives used in multicolor printing. The student will learn to prepare duotones and "fake" duotones. Emphasis is placed on the contact screen, screen angles, and problems arising in the production of duotones.					
<b>PRN</b>	<b>158</b>	<b>Darkroom Special Effects</b>	<b>2</b>	<b>6</b>	<b>4</b>
This course is a concentration on special Darkroom effects which may be utilized by the professional photographer to enhance his work.					
<b>PRN</b>	<b>161</b>	<b>Offset Press</b>	<b>2</b>	<b>6</b>	<b>4</b>
An introduction to the offset press room. Plate making procedures, stripping, opaquing, press set up and operation will be taught. Press set up, clean up and maintenance will be stressed. The student will be expected to produce several line copy projects on the A. B. Dick 320 offset press.					
<b>PRN</b>	<b>162</b>	<b>Halftone Presswork</b>	<b>2</b>	<b>6</b>	<b>4</b>
This course consists of press operations used in the production of halftone copy. Masking, plate making and perfect registration will be emphasized. Projects in half-tone press-work will be produced on A. B. Dick, Davidson, Richo, and other presses. Instruction will also include film presentations on halftone preparation.					
<b>PRN</b>	<b>163</b>	<b>Color Printing</b>	<b>2</b>	<b>6</b>	<b>4</b>
A course emphasizing color co-ordination, perfect registration, and plate preparation required to produce multi-colored prints. Special attention will be given to the production of "fake" duotones and duotones. Instruction will also include film presentation on color printing.					
<b>PRN</b>	<b>164</b>	<b>Special Press Operations</b>	<b>2</b>	<b>6</b>	<b>4</b>
This course is a concentration on special effects produced in the press room. The course will cover the printing of posterization and texture tints. Projects will include experimentation in special effects using a moire pattern. Films on posterization will be presented to the class.					
<b>PRN</b>	<b>171</b>	<b>Estimating</b>	<b>3</b>	<b>0</b>	<b>3</b>
Proper selection of materials and methods, and the budgeting of printing jobs will be taught. Production, cost estimating, and selling price estimating will be emphasized.					
<b>PRN</b>	<b>201</b>	<b>Printing Processes</b>	<b>2</b>	<b>2</b>	<b>3</b>
An introduction to the mechanics of printed reproduction in its various forms. Graphic arts terminology and techniques. Physics requirements of art work for reproduction. A survey of existing printed materials and production requirements.					
<b>PRN</b>	<b>210</b>	<b>Printing Organization &amp; Planning</b>	<b>3</b>	<b>2</b>	<b>3</b>
A course to familiarize the student with the procedure for taking inventory, ordering supplies and equipment, and setting up and designing a print shop. Each student will be required to design, organize and fill out supply and equipment requisitions needed to begin a photo-offset print shop. Prerequisites: PRN 155-158 and PRN 161-164 or instructor's permission.					

			Lec.	Lab	Cr.
<b>PRN</b>	<b>220</b>	<b>Screen Printing Processes</b>	<b>1</b>	<b>4</b>	<b>3</b>

This course is a complete study of silk screen printing methods. Paper stencils, hand-cut stencils and photographic stencils will be produced. The student will be able to make and repair his own screens upon completion of the course.

<b>PRN</b>	<b>240</b>	<b>Printing Plant Maintenance</b>	<b>1</b>	<b>4</b>	<b>3</b>
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Upon completion of this course the student will be able to “troubleshoot” and repair darkroom, platemaking, printing and finishing equipment. Daily and weekly oiling and maintenance schedules will be developed for all equipment. Prerequisites: PRN 155-158 and PRN 161-164 or instructor’s permission.

## PSYCHOLOGY

			Lec.	Lab	Cr.
<b>PSY</b>	<b>101</b>	<b>Introductory Psychology</b>	<b>5</b>	<b>0</b>	<b>5</b>

A systematic survey of psychology as a social science. Specific subject matter includes physiological basis of behavior, growth, motivation, learning, and individual differences.

<b>PSY</b>	<b>102</b>	<b>Developmental Psychology</b>	<b>5</b>	<b>0</b>	<b>5</b>
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A survey of the psychological development of the child through adolescence. Fall and Spring. Credit, 3 semester hours.

<b>PSY</b>	<b>112</b>	<b>Personality Development</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

<b>PSY</b>	<b>113</b>	<b>Observing Child Behavior</b>	<b>3</b>	<b>0</b>	<b>3</b>
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In this course each student will visit a number of agencies to observe and record the behavior of the young child. A specific observation focus for each visit will include questions on the young child as an individual in the group and in relation to his environment.

<b>PSY</b>	<b>206</b>	<b>Applied Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
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A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

<b>PSY</b>	<b>1101</b>	<b>Human Relations</b>	<b>3</b>	<b>0</b>	<b>3</b>
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A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

## SOCIOLOGY

			Lec.	Lab	Cr.
<b>SOC</b>	<b>201</b>	<b>Introduction to Sociology</b>	<b>5</b>	<b>0</b>	<b>5</b>

A study of the characteristics of human society; interrelationships of personality, society and culture; analysis of factors associated with development of man’s group life and social environment; the influence of social structure upon individual behavior.

<b>SOC</b>	<b>211</b>	<b>Marriage and Family</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course is designed to aid the student in understanding marriage and family living. The student will study marriage and family relationships and the role families play in the development of children.

			Lec.	Lab	Cr.
<b>SOC</b>	<b>214</b>	<b>Problems and Issues in Social Services</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course identifies the problems, issues, and concerns to which social services are addressed. Emphasis is on the historical perspective of social welfare developments in the United States and current issues in today's social service delivery system.					
<b>SOC</b>	<b>216</b>	<b>Introduction to Social Services</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course is designed to introduce the student to those institutions, public and private, which perform designated social service functions in society. Agencies may include those whose primary function is financial assistance, corrections, mental health services, and child welfare services. Examination is made of social interventive methods utilized to solve social problems.					
<b>SOC</b>	<b>217</b>	<b>Juvenile Delinquency</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course examines the causes of juvenile delinquency and some theories and methods for prevention. Emphasis is placed on studying those agencies which perform services to juvenile delinquents and the treatment process used in the rehabilitation.					

## SPANISH

			Lec.	Lab	Cr.
<b>SPA</b>	<b>101</b>	<b>Beginning Spanish</b>	<b>5</b>	<b>0</b>	<b>5</b>
An introduction to the language through drill in pronunciation, vocabulary, syntax and conversation.					
<b>SPA</b>	<b>102</b>	<b>Intermediate Spanish</b>	<b>5</b>	<b>0</b>	<b>5</b>
Continued study of the language with emphasis on conversation, literature and customs of Spanish speaking countries. Prerequisites: SPA 101 or instructor's permission.					



Photo by Ernest Tillman

## SPEECH

			Lec.	Lab	Cr.
<b>SPE</b>	<b>101</b>	<b>Speech Fundamentals</b>	<b>5</b>	<b>0</b>	<b>5</b>
An introduction to the nature and fundamentals of speech; a study of its principles; practice in the development of good habits.					

## SOCIAL SERVICE

			Lec.	Lab	Cr.
<b>SSC</b>	<b>201</b>	<b>Social Service Practicum I</b>	<b>1</b>	<b>15</b>	<b>5</b>
Supervised experience working in Social Service Agencies will provide the student with knowledge of the daily operations of Social Service Agencies. Each student will be assigned tasks that are representative of the nature of the agency and will include personal work with clients, working with records, and forms and the routine duties of the office. Appropriate assignments will be made. Prerequisite: Student must be in the 5th quarter of the Social Service Associate Program.					

<b>SSC</b>	<b>202</b>	<b>Social Service Practicum II</b>	<b>1</b>	<b>15</b>	<b>5</b>
A continuation of SSC 201 with the assumption of greater responsibilities. Appropriate assignments will be made Prerequisite: SSC 201.					

<b>SSC</b>	<b>205</b>	<b>American Institutions</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course will dwell upon current local, national, and global problems viewed in the light of the political and economic heritage.					

## SEWING MACHINE MECHANICS

			Lec.	Lab	Cr.
<b>TEX</b>	<b>1201</b>	<b>Lockstitch Machines—Stitch Class 300</b>	<b>1</b>	<b>4</b>	<b>2</b>
This course will include a study of the component parts of the lock-stitch machine—stitch class 300. It will include the parts of the rotary hook, thread handling while forming the stitch, rotary hook timing and adjustment, feed adjustment, sewing adjustment, stitch change-feed timing, and the lubrication system.					

<b>TEX</b>	<b>1202</b>	<b>Zig Zag Machines</b>	<b>1</b>	<b>4</b>	<b>2</b>
The study of nomenclature, timing, diagnosis and trouble shooting techniques, and safety practices associated with Zig Zag machines.					

<b>TEX</b>	<b>1203</b>	<b>Button Sew &amp; Bar Tack Machines</b>	<b>1</b>	<b>4</b>	<b>2</b>
Principles and functions of Button Sew & Bar Tack Machines: Timing, adjustments for button size, trouble shooting, stitch formation and general repair. Procedures will be studied.					

<b>TEX</b>	<b>1204</b>	<b>Buttonhole Machines</b>	<b>1</b>	<b>4</b>	<b>2</b>
Construction and operation of buttonhole machines, timing and adjustments, set up for various size buttonholes, general repair procedures, safety practices, and trouble shooting.					

<b>TEX</b>	<b>1211</b>	<b>Chain Stitch Machines—Stitch Class 400</b>	<b>1</b>	<b>4</b>	<b>2</b>
This course will cover the description and formation of the 401 stitch. It will include the threading and principle components of the 401 stitch machines with: Adjustments, thread control, chaining, identifying and correcting improper stitches, thread breakage, lubrication and installation.					



			Lec.	Lab	Cr.
TEX	1212	<b>Overedge Machines—Stitch Class 500</b>	1	4	2
Introduction to the 504 overedge, overlock, or merrowing machine. Practical job instruction is included in the formation of the stitch, assembling and adjustments of the tension post, needle thread pull-off cam, looper thread pull-off cam, timing, feed dog adjustment, lubrication and installation.					
TEX	1213	<b>Flat Seam Stitch Machines—Stitch Class 600</b>	1	4	2
Principles, components, and formation of the 600 stitch will be studied. Synchronization, needle bar alignment, looper drive lever stud positioning, needle bar height, feed dogs, differential feed ratio, spreader adjustment, and looper thread controls, identification and correction of improper stitches, lubrication and installation will be covered.					
TEX	1214	<b>Folders, Guages, and Attachments</b>	1	4	2
This course will be an introduction to the proper maintenance, repair, and adjustment of various folders, guages, and attachments.					
TEX	1215	<b>Applied Electronics</b>	2	2	3
Basic electronics, circuitry, component identification and application, utilization of that equipment (Volt-Ohmmeter, Oscilloscope, etc.) and trouble shooting on needle positioners, thread trimmers and work aids.					
TEX	1216	<b>Motor Maintenance and Repair</b>	2	4	3
The study of nomenclature, adjustments and maintenance, removal and replacement of clutch, drives, pulleys, belts, general repair procedures, set up of machine stands, electrical connections, and safety practices.					

## WELDING

			Lec.	Lab	Cr.
WLD	1101	<b>Basic Gas Welding</b>	0	3	1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.					
WLD	1102	<b>Basic Arc Welding</b>	0	3	1
Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.					
WLD	1103	<b>Refrigeration Welding</b>	1	3	2
Special welding and brazing processes applicable to refrigeration repair work. Practice will be given in silver soldering, aluminum brazing, and other specialized soldering-brazing techniques. Emphasis is to be placed on joining dissimilar metal tubing, to include copper to steel, brass to aluminum and copper to aluminum. Inert gas welding of aluminum will also be incorporated during the course of study.					
WLD	1220	<b>Oxyacetylene Welding and Cutting</b>	3	9	6
Introduces the principles of oxyacetylene welding, cutting and the equipment used in each process. Welding procedures used in forming beads, joint fusion and positions of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.					
WLD	1221	<b>Oxyacetylene Welding and Pipe</b>	2	6	4
Provides instruction and intensive practices in position flame welding of butt joints using heavy gauge metals. Pipe joints will be welded by rolling in the flat position turned in the vertical and the fixed position. Testing will insure proper strength and bead fusion.					



			<b>Lec.</b>	<b>Lab</b>	<b>Cr.</b>
<b>WLD</b>	<b>1223</b>	<b>Shielded Metal Arc Welding I</b>	<b>2</b>	<b>6</b>	<b>4</b>
Introduces operation of AC rectifier-transformer and DC electric arc welding machines. Studies and practices of welding currents, polarities, electrode identification and characteristics of mild steels. Joint designs and the welding blueprint symbols used to designate the welding procedure will be learned. Mechanical testing will help student produce good weldments. Safety methods to protect welder will be emphasized.					
<b>WLD</b>	<b>1224</b>	<b>Shielded Metal Arc Welding II</b>	<b>3</b>	<b>9</b>	<b>6</b>
Provides study and extensive practices using various types of arc welding machines. Weldments with different types of electrodes and joint design. Low hydrogen and special alloy electrodes will be used and welds tested to aid welder to choose proper electrode for a particular joint or metal. Blueprint for welding will be given.					
<b>WLD</b>	<b>1226</b>	<b>Shielded Metal Arc and Pipe I</b>	<b>2</b>	<b>6</b>	<b>4</b>
Extensive practices welding butt joints in the horizontal, vertical and overhead positions. Special attention will be given to weld penetration, fusion and finish contour. Student will perform guided bend and tensile strength tests to insure quality welds. Butt pipe welds will roll procedure and fixed horizontal position in fixed position will be made.					
<b>WLD</b>	<b>1227</b>	<b>Shielded Metal Arc and Pipe II</b>	<b>3</b>	<b>9</b>	<b>6</b>
Introduction to electric arc welding medium carbon steel. Special electrodes and welding procedures that make difficult welding practical will be practiced. Student will weld low, medium carbon steels, cast and wrought steels. Extensive practice in welding pipe to specifications and in fixed position. Student will prepare joint, set up pipe, select welding ring and weld to specifications. Sampling and testing will be practiced to insure proper weld properties.					
<b>WLD</b>	<b>1228</b>	<b>Testing and Inspection</b>	<b>1</b>	<b>3</b>	<b>2</b>
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, free-bend, guided-bend, notched-bend, tee-bend, dye penetrant and tensile testing.					
<b>WLD</b>	<b>1230</b>	<b>Advanced Welding Process I</b>	<b>2</b>	<b>6</b>	<b>4</b>
Introduction to special processes using inert shielding gases. Tungsten inert gas (TIG) and metal arc gas (MIG). Special machines and procedures related to inert gas shielding will include current factors, gas to metal requirements, gas combinations and mixture percentages. Student will study properties and characteristics of metals, tempering and heat as they affect weldments also, jigs and fixtures used in welding.					
<b>WLD</b>	<b>1231</b>	<b>Advanced Welding Process II</b>	<b>3</b>	<b>9</b>	<b>6</b>
Study and extensive practice in welding cast iron, aluminum, stainless steels, high carbon steels and copper. Preheating, backing, shielding and fixtures needed to hold weldment will be introduced. Repair welding using one or more processes will be emphasized. Special attention will be given certification practices and other requirements called for in the welding industry.					

## **COMMUNITY SERVICES DIVISION**

Anson Technical College is dedicated to providing a broad range of educational and training programs. It offers everyone an opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help them become more effective members of their community. Anyone 18 years of age or older, is eligible to participate in the interesting variety of courses and programs offered by the Community Services Division.

### **GENERAL INFORMATION**

The Continuing Education program is a flexible one. Classes are offered for people who wish to earn a high school diploma; for those wishing to learn new skills, or upgrade themselves; and for those with special and general interest. Thus, courses range from adult literacy training through high school diploma preparation and college preparatory classes. Supervisory training is also provided in cooperation with local industry and business. Persons desiring classes in any particular field that Anson Technical College has not offered should contact the Community Services Division. They will be happy to work with you in any way.

Classes are scheduled at various times on campus and at locations throughout Anson County and surrounding areas. Classes are organized on a basis of need, interest, and availability of suitable instructors and facilities. A full program is offered with classes usually meeting once or twice a week—from two to three hours—each session. Enrollment may be completed at the first class. Anyone enrolling after a class has been organized does so at the first class attended. A certificate of attendance is awarded upon 75 percent attendance in the class.

A standard registration fee of \$5.00 is the only instructional cost, although there are costs for books, supplies, materials, tools or instructional equipment used in some of the courses. Accident insurance is available for all students, and may be required for certain courses.

### **ADULT BASIC EDUCATION**

The Adult Basic Education program of Anson Technical College is designed to provide for the fundamental educational needs of adults 18 years of age or older. Instruction is given in speaking, reading and writing the English language; arithmetic; science; and social studies. Each class allows the individual to achieve his goals at his own pace.

The classes offer quality education to be used to enrich personal lives, enhance employment potential, and make citizens more valuable members of the community. Many students qualify to earn high school diplomas through community classes.



*Photo by Anson Technical College Photography Department*

## **DISADVANTAGED AND HANDICAPPED**

Anson Technical College strives to reach every segment of the people in our area. One area of concentration is on the Disadvantaged and Handicapped persons or those that need specialized training in obtaining some source of income.

## **NEW AND EXPANDING INDUSTRY**

Anson Technical College, assisted by the Industrial Services Division of the Department of Community Colleges is able to design and administer programs for training the new employees required by a new or expanding industry.

The purposes of this program are to promote orderly industrial growth and to train the citizens of our area to qualify for newly created employment opportunities.

In some cases, Anson Tech is able to assist an industry with an in-plant training program in order to train his employees for a newly created job or changes made in present ones.

## **G.E.D. TEST**

Anson Technical College provides training in the five areas covered by the examination both through the Learning Laboratory and organized classes. GED Preparation classes are made available to the public at various times and places throughout Anson County. Upon request the Community Services Division will schedule classes to meet the immediate need of the community or any group.

## **GENERAL ADULT EDUCATION**

The Community Services Division strives to offer a wide array of courses that appeal to every segment of Anson County's population. These courses are offered for adults who desire personal or cultural enrichment, self-improvement, or the development of an avocational interest. Included in this program are courses in Consumer Education, Home and Family Life, Senior Citizen Education, the Fine and Performing Arts, Home Economics and certain Business Education courses.

## **OCCUPATIONAL EXTENSION EDUCATION**

This classification of Continuing Education encompasses the area of learning which includes Fire Service Training, Emergency Medical and Health Services, Supervisory Development Training, Hospitality Education, Law Enforcement Training and Business Education. These courses are offered from time to time for individuals desiring short-term training, re-training or upgrading in vocational and professional areas. Other types of courses may be offered to meet expressed needs of the community when evidence of these needs is presented to the Community Services Personnel.

## **HUMAN RESOURCES DEVELOPMENT**

The Human Resources Development Program which is a part of the Community Services Division is designed to give individualized assistance in upgrading one's educational level and in preparing one to become a more promising candidate in the community and the world of work.

This program is available for the unemployed people who have the desire to advance and become gainfully employed. Each person will receive assistance in various things such as:

- Setting goals
- Problem solving
- Becoming self-confident
- Job preparation
- Educational improvement

Assistance will also be available in job placement, although employment is not guaranteed.

For additional information contact the Community Services Division at:

Anson Technical College  
Community Services Division  
Polkton, North Carolina 28135  
704/272-7638



*Photo by Anson Technical College Photography Department*



## WHERE TO FIND ANSWERS TO YOUR QUESTIONS

Absences .....	Instructor
Academic Tutoring .....	Learning Resource Center
Activities .....	Student Association Representative
Admissions .....	Student Services
Advising .....	Student's Advisor
Appeals .....	Dean of Students
Applications .....	Student Services
Clubs, Organizations .....	Student Association Officers
Counseling .....	Counseling Center
Discipline .....	Instructor, Dean of Students
Drop/Add .....	Student's Advisor
Emergencies .....	Any instructor or staff member
GED .....	Learning Resource Center
General Information .....	Student Services
Graduate Studies .....	Dean of Students
Graduation .....	Student Services
Financial Aid .....	Financial Aid Officer
Hobbies (Courses) .....	Continuing Education Division
Housekeeping .....	Business Office
Individualized Instruction .....	Dean of Instruction
Insurance .....	Business Office
Job Placement Assistance .....	Student Services
Orientation .....	Student Services
Parking .....	Student Services/Business Office
Probation .....	Student Services
Publicity .....	President's Assistant
Registration .....	Student Services
Student Association .....	Dean of Students
Testing .....	Counseling Center
Transcripts .....	Student Services
Tuition .....	Business Office
Veteran's Benefits .....	Student Services
Withdrawals .....	Student Services
Workshops .....	Continuing Education Division

## NOTES





Photo by Audie Baldi



# **ANSON TECHNICAL COLLEGE**

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Phone: 272-7635